



Thames Luxury Charters is currently seeking an Event Sales Co-ordinator to join their friendly team based in offices in SE1. This is an exciting opportunity for the right person to further develop a career in Event co-ordination and Sales.

MAIN RESPONSIBILITIES:

Reporting to the Sales Manager as part of the Event Sales team you will be required to:

- Act upon enquiries as received in a timely manner
- Manage all aspects of the client files pre and post event
- Work towards team & individual targets
- Arrange & attend client viewings & tastings
- Book services in connection with events & functions
- Maintain the event diary & CRM system
- Raise function sheets
- Raise client sales invoices and credit notes
- Attend team/ promotional events

TERM: Full time, permanent

HOURS PER WEEK: Monday to Friday 9am-5.30pm

(you may be required to work additional hours during peak times, including occasional weekends)

Person Specification:

The ideal candidate will be educated to Degree level in a relevant or related subject and have at least 2 years' experience in a similar role within Event Sales.

Essential Criteria includes:

- Excellent written & spoken communication skills, with the ability to comfortably engage with individuals on all levels
- Excellent organisation skills with the ability to prioritise workload to meet targets & deadlines
- The ability to work both individually & as part of a team
- Good numerical skills
- Experience using Microsoft Office tools, including Word, Excel and PowerPoint
- Minimum of 2 years' experience in a similar role

Desirable Criteria:

- Previous experience using Priava or a similar CRM system
- A keen interest in food & drink
- knowledge of the River Thames and nearby London landmarks