

JOB TITLE: Event Sales Coordinator	LOCATION: London, SE1
COMPANY: Thames Luxury Charters	SALARY: £23,000 to £28,000 + benefits
INDUSTRY: Events and Hospitality	TERM: Permanent
HOURS PER WEEK: Monday-Friday 9am-5.30pm + occasional evenings and weekends	REPORTING To: Head of Sales

The Company

Thames Luxury Charters own and operate a varied fleet of exquisite private charter vessels in London, presenting a selection of unique venues for hire that are perfect for both personal and corporate events.

An opportunity has arisen for an experienced Event Sales Co-ordinator to join our 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.

Job Role

Are you an experienced Event Sales Coordinator with a proven track record in event sales, planning and administration?

Do you want a new and exciting role within a business that's a little bit different!?

Could you confidently:

- ✓ Build a rapport with potential clients to convert enquires into confirmed bookings
- ✓ Effectively upsell to increase the average sale value of each event
- ✓ Work towards individual and team targets
- ✓ Build relationships with clients to encourage repeat business
- ✓ Maintain all aspects of the client files effectively and efficiently

Job Accountabilities

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

Main duties will include:

- Act upon enquiries as received in a timely manner
- Work towards team & individual targets
- Develop personable relationships with clients
- Arrange & attend client viewings & tastings
- Manage all aspects of client files pre and post event
- 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

Personal Specification

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • Educated to degree level in a subject related to the job role 	<ul style="list-style-type: none"> •
Knowledge, Understanding and experience	<ul style="list-style-type: none"> • Minimum of 2-years' Experience in a similar role within the Event Sales • The ability to work individually and as part of a team • The ability to meet individual and team targets • Excellent written and spoken communication skills with the ability to effectively engage with individuals on all levels • Excellent organisation skills, with the ability to prioritise workload and meet deadlines • Excellent numerical skills 	<ul style="list-style-type: none"> • Experience using Priava or a similar CRM system • Experience in front of house operations • Understanding how to identify upcoming trends • Knowledge of the River Thames and nearby London Landmarks. • A keen interest in food & drink