



## EVENTCATERERS

Est. 1896

### MARQUEE, RACING & EVENTS SALES COORDINATOR

SALARY - £17,500 per annum

A Marquee, Racing and Events Sales Coordinator is sought to work at CGC Event Caterers' Head Office in Garforth, Leeds. The company has been established for more than 100 years, offering clients the personal service they deserve and ensuring that each event (be it a wedding, race meeting, match day or dinner for 1,000 guests) has the same attention to detail and passion for food that has become the company's hallmark.

The successful Sales Coordinator will join a company with a great range, great reputation and great service, meaning you can sell with confidence. They offer a supportive atmosphere, a simple commission scheme, and an excellent earning potential for the right person. The role involves meeting annual sales targets whilst completing all associated administrative work for the key areas of responsibility. You will be required to prospect by phone and email, respond to incoming enquiries as well as meeting clients, and coordinate all details relating to client requirements.

#### Responsibilities & requirements

- Meet monthly and annual marquee and events sales targets.
- Work in a busy office environment dealing with a high level of inbound enquiries.
- Promotion of our services to new and existing clients through outbound calls and email campaigns to generate new enquiries and, ultimately, sales.
- All client enquiries must be dealt with accurately and efficiently on a daily basis.
- Detail client requirements and liaise with event managers and chefs to ensure all client needs are met
- Prepare proposals, quotations, event contracts and pro forma invoices
- Take payment from clients, where required
- Assist with checking bill information ready for invoicing
- Complete timely follow ups once an event has taken place to ascertain any future requirements
- Accurately maintain and update the CRM database.
- Manage hospitality/restaurant bookings

#### The ideal candidate must display the following skills:

- Excellent written, telephone and face to face communication skills to ensure delivery of all client requirements.
- Experienced in the sales field.
- Not afraid to cold-call and prospect for new business
- Proactive
- Highly organised / focussed
- Creative
- A quick learner

#### How to apply

If you feel you are the right candidate for this position then please submit your full CV and covering letter to Clare Mortiboys, Sales and Marketing Manager, [clare.mortiboys@cgceventcaterers.co.uk](mailto:clare.mortiboys@cgceventcaterers.co.uk)