

#### **THE ROLE**

The Conference & Events Administrator supports the Conference & Events Sales Coordinator in responding to inbound enquiries, generating event proposals and successfully understanding and communicating client requirements to the operational department. The Conference & Events team will be tasked with achieving monthly and annual sales revenue targets whilst maintaining exceptional levels of customer service and maximising every opportunity to convert sales leads and opportunities.

#### **RESPONSIBILITIES & REQUIREMENTS**

- Responding efficiently and consistently to enquiries
- Preparing and sending proposals in a timely manner and following up all proposals within the pre-agreed timescales
- Carrying out venue show rounds/meetings with clients/potential clients
- Utilising the venue's event management software/CRM database in order to record and track all events
- Understanding, documenting and communicating client requirements effectively to the operational team
- Creating invoices and taking payments, when necessary. Liaising with the central accounts department to ensure all monies are collected. Banking.
- Supporting the Conference & Events Sales Coordinator in promoting the venue. This will be through the use of business social media channels and other marketing methods

#### **PERSONAL CHARACTERISTICS SOUGHT:**

- Experience within in a similar role is a must
- Experience in managing social media channels for business use
- A highly organised individual with attention to detail
- A passion for customer service

#### **WORKING HOURS**

- Core working hours of 9am-5pm, Monday to Friday, with a 30 minute lunch break
- Due to the nature of the business, the Conference & Events team will be required occasionally to work outside of these core hours (evenings, weekends etc.)

#### **THE VENUE**

Edgeley Park, home to Stockport County since 1902, is an excellent venue both on and off the pitch. The number one choice for conferencing, exhibitions and events in the North West, set within the unique surroundings of a fantastic sports club and offering one of the largest banqueting suites in the area.

Whatever the event or occasion, our professionalism and experience, alongside our excellent location just 5 minutes from the M60 and Stockport mainline railway station, provide us with the growing reputation as one of the leading venues in the area. To complement the wide range of facilities our in-house events team are more than happy to tailor make any event to our clients' specific requirements and budget, whether it be a private party, a small intimate meeting or a large corporate conference for up to 500 delegates.

#### **PLEASE EMAIL YOUR CV NO LATER THAN 9am ON MONDAY 19<sup>th</sup> FEBRUARY 2018:**

Clare Mortiboys - Sales & Marketing Manager

#### **EMAIL**

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