

THE ROLE

The Conference & Events Sales Coordinator takes responsibility for pro-actively seeking and converting new business for this busy venue, whilst also 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

- Active promotion of the venue's facilities to both new and existing clients, utilising agreed Sales & Marketing techniques such as outbound calling, networking, social media etc. All activity will be overseen by the company's Sales & Marketing Manager
- Responding efficiently and consistently to enquiries, whether generated via the above methods or inbound.
- 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.
- Work closely together with the Conference & Events Administrator to develop and maintain efficient working practices
- Work closely together with the General Manager to identify and implement efficiencies in ways of working and identify potential new markets and event types for targeting

PERSONAL CHARACTERISTICS SOUGHT:

- Experience within in a similar role is a must
- Experience in managing social media channels for business use
- Not afraid to carry out outbound calls and prospect for new business
- 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 FRIDAY 16th FEBRUARY 2018 TO:

Clare Mortiboys - Sales & Marketing Manager

EMAIL

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TELEPHONE

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