



## EVENTMARQUEES

### Part time Marquee Sales Administrator

An experienced part time Sales Administrator is sought to work for our Marquee Department in Garforth, Leeds. The successful candidate will proactively sell our marquee services along with coordinating all bookings, working closely with the operational and marketing teams. This is a proactive role with all candidates required to demonstrate experience and success in a similar sales/administrative role.

#### RESPONSIBILITIES

- The proactive promotion of our marquee services to new and existing clients through agreed selling techniques (sales calls, industry events, networking, social media etc.)
- Responding efficiently and accurately to all inbound enquiries
- Managing all bookings through our Event Management software in order to track progress and make use of automated tasks and documentation
- Producing contracts, pre-event invoices and all necessary paperwork in a timely and accurate manner as required for each event.
- Liaising with suppliers regarding bookings and keeping the relevant information on pricing etc. up to date
- Dealing with customer and supplier invoices.
- Assisting with the management of the marquee website and social media accounts. Contributing to the creation of blog posts, generating new content ideas and scheduling content

#### SKILLS & COMPETENCIES REQUIRED:

- At least 2 years' experience in a proactive sales administration role, preferably within an events business or similar.
- A passion for selling and for identifying target markets.
- Excellent written, telephone and face to face communication skills
- Strong IT & MS Office skills
- High attention to detail
- Flexibility and adaptability
- An excellent communicator
- 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 Mark Jones-Locke, Marquee Director  
[mark.joneslocke@cgceventmarquees.co.uk](mailto:mark.joneslocke@cgceventmarquees.co.uk)

#### JOB TYPE

Part time, 20 hours per week

In addition to the basic salary, a simple commission scheme is in place for any new business generated by the Sales Administrator