



EVENTCATERERS

Est. 1896

WEDDING & EVENTS SALES COORDINATOR

We have an exciting opportunity for an ambitious Wedding and Events Sales Coordinator to join our team based at our Head Office in Garforth, Leeds. Part of the role will be the responsibility for pro-actively selling and coordinating weddings and events at a popular wedding venue within our portfolio.

Responsibilities and requirements:

- Proactive promotion of our services to new and existing customers. This will be achieved through a variety of sales techniques to generate new enquiries and, ultimately, secure sales
- Meet monthly and annual sales targets
- Maintain the sales forecast and a monthly KPI report to track progress against targets
- Maintain and develop a strong relationship with our clients
- Work in a busy office environment dealing with a high level of inbound enquiries for hospitality, restaurant, conference and events bookings
- Respond efficiently and accurately to all incoming enquires maintaining high levels of customer service at all times
- Prepare proposals, quotations, event contracts and cost summaries
- Detail customer requirements and liaise with colleagues to ensure all customer needs are met. Ensuring the smooth transition for the customer from event coordination to event delivery
- Take payments from customers
- Assist with checking billing information ready for invoicing
- Complete timely follow ups once an event has taken place to ascertain any future requirements
- Accurately maintain and update our Events Management database
- Focus on converting bookings through effective communication and the organisation and delivery of venue viewings and meetings with couples/event organisers
- Coordinate all aspects of weddings and events, including supplier liaison
- Represent the company at industry events, wedding fairs etc.

The ideal candidate must display the following skills:

- Excellent written, telephone and face to face communication skills
- Experienced in selling, preferably within the events/wedding/catering industry
- Embraces teamwork
- Highly organised, focussed and self-motivated
- Experienced in client management
- Experienced user of Microsoft Office products: Word, Excel, Publisher etc. Existing knowledge of CRM/Event Management systems is beneficial
- A passion for the wedding and events industry with an interest in current trends

Role type:

Permanent, full time

Due to the nature of our industry the successful candidate will be required to work in an operational capacity from time to time

How to apply

If you feel you are the right candidate for this position then please submit your full CV and covering letter to Kerry Thompson, Catering & Events Office Manager, Kerry.thompson@cgceventcaterers.co.uk