

**** NEW JOB**** An events company is seeking a Sales Coordinator. Paying £21,000 and based in Victoria. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Sales Coordinator

Location: Victoria

Salary: £21,000

Key responsibilities

Sales:

- To deal professionally on a daily basis with incoming enquires on a daily basis by phone, email or fax.
- To ensure all enquiries and quotes are promptly followed up
- To ensure all provisional business is chased
- To sell to the capacities of the meeting rooms to maximise yield and revenue
- To prepare quotes for clients
- To prepare and send contracts to clients
- To meet clients and carry out show rounds of the venue
- To maintain relationships with existing clients by calling on a regular basis

Administration:

- To become familiar with and maintain the in-house booking system in order to maintain a concise database for marketing and promotional purposes
- To become familiar with and adhere to the companies sales procedures and guidelines
- To be involved in cross-venue or corporate sales projects as required
- To report on activities at venue meetings as required
- To send letters and brochures
- The sales team with general administration duties

Other responsibilities:

- To develop good relationships with all other members of the venue team, central sales and marketing department
- To be available for staff briefings and company events
- To be available for occasional evening and weekend work when required
- To ensure adherence to all Health and Safety and fire requirements

- To become familiar with the work of other members of the venue team to substitute when required
- To undertake reasonable requests for ad hoc duties as required by the Sales Manager and General Manager.

Experience/ skills required:

- Strong eye for detail and ability to multi skill
- Proactive Sales/Negotiation skills
- Influencing skills
- Strong communication skills
- Results oriented
- Experience within a client facing role