



Conference & Events Sales Coordinator

Vacancy Reference No: 38

Job Purpose:

The Conference & Events Sales Coordinator is responsible for supporting the Conference & Events Sales Manager.

Providing administrative support, managing from enquiry to execution including operational support where necessary.

Principal Accountabilities:

- Primarily assist the Conference & Events Sales Manager by responding professionally to enquiries, encouraging and undertaking show rounds of the venue and its facilities
- Undertake pro-active sales activity, including making outgoing calls to prospective customers
- Prepare and follow up on sales quotations made for clients, including production of documentation in the form of contracts for converted enquiries
- Liaise between departments at the club and the client to provide the most suitable solutions and services
- Communicate the client's requirements to every relevant department by distributing event documentation and following up with regular operation meetings
- Manage payment schedules for each client in accordance with the terms & conditions of the booking
- Possess excellent communication skills
- Assist the Operations department where necessary with 'on the day' support

Candidate Requirements:

Essential:

- A friendly, confident and approachable manner
- Previous experience of event sales within a conference & banqueting environment
- Operational experience of events within a conference & banqueting environment
- Good communication skills in both written and oral communication
- Excellent attention to detail
- Ability to work to deadlines under pressure
- Computer literate with experience of the Microsoft Word, Excel and PowerPoint
- Ability to work independently and as part of the team when required
- 5 GCSEs Grade A-C

Desirable:

- Events-related Degree

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: 4 September 2018



SHEFFIELD WEDNESDAY FC