**Events Sales Executive / Account Manager**

Working for a prestigious events / sports company your role is to pro-actively sell events products and services, maximising business from new customers and building relationships with existing customers through an innovative approach and always delivering best experience to all our customers. Basic salary is £22,000 - £25,000 with an OTE of £30,000 - £50,000.

No previous events sales experience is required – we are looking for energetic candidates who have a proactive attitude and a willingness to succeed.

**MAIN DUTIES**

* To maximise revenue and profit through the implementation of a sales activity plan by proactive selling (face to face meetings, cold calling and personal contacts).
* Be fully responsible for the conversion of incoming enquiries to confirmed bookings
* Ensure all incoming enquires are contacted within 2 hours of receiving them, by phone call and followed by a written proposal within 24 hours.
* To regularly meet with existing accounts and build an account development strategy to ensure retention and growth.
* To research and identify new market and existing account opportunities.
* Assist in preparing sales collateral and presentation materials.
* Build and manage a vibrant, long-term network of relationships with individuals and companies
* Be actively involved (when required) in the events and entertaining activities.

**KNOWLEDGE & EXPERIENCE**

* Able to demonstrate success in a sales environment this could be office or retail based
* Competence with Microsoft packages (Word, Excel, PowerPoint)
* Exceptional presentation and communication skills
* Ambitious
* Ability to work under pressure and to agreed timelines
* Thinks on her / his feet

**BENEFITS AVAILABLE:**

Excellent benefits to include:

* 24 days holiday
* Life Assurance
* Income protection
* Private Pension
* Free food on match days
* Free Parking
* Free meals on event days
* Enhanced Maternity/Paternity Pay
* Season Ticket Loan
* Cycle to Work Scheme
* Free tickets for events

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".