



Job Description - Sales Executive – PRYZM

The Main Purpose of this Role:

To support the Sales Manager/Senior Sales Executive to drive the pre-booked sales of the venue. This will be done through various channels such as telephone calls, social media interaction and face to face at events. Handling and converting all incoming enquiries through excellent customer relationship management, to generate additional revenue streams for the business as well as maintaining and growing customer loyalty.

Key Tasks

Completion of daily activity report

Input new customer data

Ensure a highly interactive social media presence

Meet daily activity targets and sales targets as set by the Sales Manager

Update sales boards

Pro-actively drive bookings

Responsibilities

Grow and maximise pre-booked sales through the increased sale of packages, booths, ticket sales and events

Successful promotion and selling of all consumer and calendar occasions such as Christmas, New Year's Eve, Halloween, Birthdays and any other occasion as briefed

Be the face of the sites brand, both internally and externally. Be creative, passionate and positive in their interaction with venue management and related areas of the business such as Marketing and Operations

Work to pre-determined targets as set by the Sales Manager

Endeavour to always show creativity and innovation while following the processes set before you

Ensure that all incoming enquiries are dealt with using the MIRACLE formula, and deliver a high level of conversion from enquiry to confirmed booking

Commit to successful delivery of the venues pre-booked sales plans

Continually build and validate a quality database of contacts, organisations and private customers

Manage the venue booking system accurately

Attend sales focus days and pro-actively maintain a sales culture

Perform client show rounds and meet and greet clients, as and when required

Support on all social media channels and ensure the brands tone and appearance is consistent

Measures of Success

Hitting and exceeding sales targets

Increasing brand/site awareness

Introducing key customers

Customer feedback

Database growth

Social media and digital growth

Job Type: Full-time

Pay: Hourly rate dependant on experience + bonus structure

Closing day: 30/6/17