

JOB TITLE: Senior Events Sales Executive	LOCATION: London, SE1
COMPANY: Thames Luxury Charters	
INDUSTRY: Events and Hospitality	TERM: Permanent
HOURS PER WEEK: Monday-Friday + occasional evenings and weekends (to attend events)	

The Company

Thames Luxury Charters own and operate a fleet of luxury private charter vessels operating on the River Thames from our privately owned pier near Tower Bridge for over 30 years, presenting a selection of unique, luxury venues that are perfect for both personal and corporate events.

An opportunity has arisen for an experienced Senior Event Sales Executive to join our friendly team based in SE1 and be part of a successful and fast paced company.

Job Role

Are you experienced in Event Sales with a proven track record in venue sales, event planning and administration?

Do you want a new and exciting role within a business that's a little bit different!?

Can you confidently:

- ✓ Achieve proactive and reactive sales goals
- ✓ Build a rapport with potential clients to convert enquires into confirmed bookings
- ✓ Effectively upsell to increase the average sale value of each event
- ✓ Work towards individual and team targets
- ✓ Build relationships with clients to encourage repeat business
- ✓ Maintain all aspects of the client files effectively and efficiently
- ✓ Work well in a fast paced and challenging environment

Job Accountabilities

As part of the Event Sales team you will be working to the highest standards at all times with a strong customer focus, ensuring an excellent client experience.

Your main duties will include:

- To manage and process inbound enquiries, bookings, and communications in a timely manner and in accordance with brand standards - through all channels
- Create bespoke proposals in line with company pricing policy, upselling where possible to achieve maximum profitability
- Arranging & attending client viewings & tastings
- Liaise with clients to plan high-end events of all sizes and manage each event from enquiry through to delivery

- Manage the administration for events including maintaining the event diary and CRM system and raising detailed function sheets for each event
- Raise client sales invoices and credit notes
- Generate revenue and drive business growth by developing a network of contacts to attract new clients and research new market opportunities
- Working with the Head of Sales to deliver proactive sales strategies and tactics that best support the long and short term sales performance of the space
- Help organise, plan and manage site visits and FAM trips
- Represent the company at industry and networking events
- Maintain a high level of industry knowledge and trends

Personal Specification

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • Educated to degree level (or equivalent) in a subject related to the job role 	<ul style="list-style-type: none"> • Other event or hospitality related qualifications
Knowledge, Understanding and experience	<ul style="list-style-type: none"> • Demonstrable experience in a similar role within Event Sales • A go getter who can build new relationships and bring in new clients and event opportunities • Ability to build rapport quickly and create professional, sustainable relationships • Proven track record in meeting team and individual targets • A self starter with strong time management and multitasking skills • Excellent written and spoken communication skills • Excellent organisation skills, with the ability to prioritise workload to meet deadlines • Excellent numerical skills • Eligible to work in the UK 	<ul style="list-style-type: none"> • Experience using Priava/SEM or a similar CRM system • Experience in front of house operations • Understanding how to identify upcoming trends • Knowledge of the River Thames and nearby London Landmarks. • A keen interest in food & drink

If you would like to apply for this position please email your CV with a cover letter to Sophie Wanless, People & Culture Manager: peopleandculture@thamesluxurycharters.co.uk.