

Venue Sales Executive

Gold Key Media - part of the Frontline Group - is the world's largest distributor of newspapers, magazines and digital media for hotels, offices and a wide variety of venues.

An exciting opportunity has arisen for a well organised individual to become a Venue Sales Executive, a key member of the team responsible for supporting the sales team with administration tasks. This is a full time permanent position, based at our office in Oxford Circus, reporting to the Senior Sales Executive. With excellent communication skills and attention to detail, you will be responsible for the following areas:

- Processing orders
- Keeping spreadsheets up to date
- Developing positive client relationships
- Liaising with the company Sales Account Managers and other key areas of the business such as finance and distribution
- Updating the client distribution log for operational queries, obtain delivery notes, reporting back to Account Managers or to venues directly
- Formulating basic proposals and pricing lists
- Raising contracts/ Monitoring invoices
- Market research
- Diary Management
- Collating expenses
- Taking minutes in meetings
- Managing supplier contracts, ensuring we are using the most cost-effective options at all time
- Organising events internally
- General office admin and tasks when required

Skills required:

- Good command of Microsoft Word/Excel/PowerPoint
- Strong attention to detail
- Excellent communication skills
- Proven experience of prioritising workload
- Ability to work to tight deadlines
- Comfortable working individually and as part of a team
- Previous administrative/ customer service experience is preferred

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter to <https://app.smartrecluitonline.com/p/job/Venue-Sales-Executive-8828>

The deadline for applications is Friday 16th August

◀ Access the best

Gold Key Media Limited

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