



CONFERENCE OPERATIONS AND SALES EXECUTIVE – up to £17,500.00

Conference Operations and Sales Executive

Role

Coventry Rugby are looking for someone to join our growing Conference and Event Department on a full-time basis, working 40 hours a week. The successful candidate will support our Head of Business Development and Conference and Event Manager with the selling, planning and administration of all Conference and Events. As well as working with our Bar and Event Operations Manager as and when required in the setup, break down and delivery of the events themselves.

The role presents a fantastic opportunity to join a sport organisation that is embarking on an exciting period of growth. You will be required to attend all home match days plus a number of club and partner events. The successful candidate must be driven, a great relationship builder and have a track record in both sales and the delivery of events.

Key responsibilities

- Day-to-day management of Event Enquiries, holding bookings and sending proposals.
- Day-to-day management of Event booking contracts and Event Orders.
- Liaising with Event Operations team to share the event logistics for all Events.
- Create any signage, table plans, or marketing required for events.
- Monitor and provide data analytics for conference and events including profit and loss summaries
- Managing of attendees including payment for club run events
- Assist with the Operational set up, breakdown and delivery of Conference and Events
- Support the Head of Business Development – Conference and Events in developing new commercial offerings for Conference and Events
- Carry out any other duties and tasks required by the Head of Business Development – Conference and Events, which are within the post-holder's capabilities

Person we are looking for

- Passionate about delivering exceptional customer experiences
- Ability to thrive in a fast-paced, hard working environment
- Confident presenter with proven sales skills
- Excellent relationship builder
- Enjoys a flexible work week – successful candidate will be required to work match days and some evenings
- Valid UK driving license

Closing date for applications is Friday 13th September with interviews on Tuesday 24th September.