

# OAKWRIGHTS®

*Beautiful by Nature*

## **Job Vacancy** **Sales & Events Coordinator**

### *The Role*

This Sales & Events Coordinator will join a busy team, primarily in an administrative role. You will need to be an organised and professional individual with good communication skills, who can work under pressure and to tight dead-lines whilst multi-tasking and supporting the Sales Team Manager and the Sales Team Administrator.

### *Key Activities*

- Management, facilitation, and maintenance of the Oakwrights Show Home as a self-catering option for potential clients
- Responsible for the schedules of the Show Home Housekeeper and the Show Home Gardener
- Meet and greet Show Home visitors, give introductory tours of the show home, settle guests into the Show Home environment.
- Responsible for the Oakwrights Show Home diary, corresponding with visitors and colleagues to ensure bookings are dealt with efficiently and effectively.
  
- To assist in the management of exhibition spaces for attendance at trade and lifestyle shows. This includes management, facilitation, execution and maintenance of the exhibition spaces and to liaise with Show and Exhibition Administrators, to organise the smoothest preparation and running of any given show for the Oakwrights Team
- To manage and lead the facilitation and organisation of Open days throughout the year. You would be responsible for the complete running of the event, working with the Chairman, marketing and sales team to ensure the smooth running of the event
  
- Arrange workshop tours and client meetings for sales team
- Offer 'meet and greet' service, to organise the day to day external client meetings
  
- Take incoming sales enquiries via phone, email or letter and filter accordingly before passing on to sales team
- Assist team members with generation of documentation
- Taking messages from clients, fielding enquiries and passing on to the sales team
- Keeping the CRM system up to date with latest client information and activities
- Working with the CRM provider to log and monitor any issues, changes and updates to the CRM system

### ***Personal and General skills:***

- Well spoken and have a clear voice and good telephone manner - able to communicate with clients effectively and appropriately.
- Well presented, neat and tidy at all times, especially when dealing with external parties, clients etc.
- Positive approach and aptitude for minimising problems.
- Responsibility for own work, self-motivation, flexibility and enthusiasm, ability to take initiative. Able to give and take constructive criticism.
- To anticipate and counter problems before they arise. Deal with incidental problems efficiently with the minimum of disruption to work programme.
- Actively contribute to departmental events to maximise team morale and performance.
- Rigorous attention to detail and quality.
- Be fully computer literate.

### ***Organisation***

- Excellent time management and organisational skills, both in reference to themselves and individual projects.
- Maintain "to do list" and detailed diary.
- Prioritise actions in order of importance.

### ***Relationships and Communications***

- Good communication and friendly manner when dealing with clients or staff. Strive for close interaction across all other departments.
- Do not work in isolation. Ensure that all information is two way with your key colleagues and line management.
- Speak well, with a clear voice - communicate with high value clients effectively and appropriately.
- Good written skills, able to communicate clearly in letter or electronic form.

### ***General Demeanour and Deportment***

- Become familiar with all the Oakwrights services and look for opportunities.
- See the big picture and be a part of the whole team.
- Be a sounding board for others, see both sides and be able to identify the pros and cons, and be able to take a balanced view, and see the positives in any given situation.
- Action procedures, Oakwrights company protocols, rules, & methods, standard forms and documents to both simplify and speed-up the Oakwrights in-house standard processes.
- Contribute (when required or inspired) to all aspects of the general operation.
- Always present Oakwrights as the hassle free solution provider, giving a first rate, friendly, can-do service. (See Company Aims of Service)