



Taking your business places

Role	Venue Finding Manager
Reporting to	Head of Sales
Salary	£24,000 - £26,000 + bonus scheme
Hours	Full time, permanent, flexible & remote working available Healthcare scheme, workplace pension scheme

Venue Finding Manager with First Event

Our Sales team is growing, along with several new client wins, we are recruiting for a Venue Finding Manager with more than 5 years venue finding experience to join our First Event family!

First Event is a UK leading Event Company that helps teams create incredible events around the globe. This is a great chance with lots of opportunity to help provide further development to a company, which has shown excellent rates of growth over the past few years. In response to the global pandemic, First Event has expanded its offering in innovative online event solutions, including the development of a new Digital Events department, to deal with demand.

Together with the Sales team, the Venue Finding Manager will source venues within the UK & overseas to support the sales team in hitting their targets in accordance with the business plan, and achieve sales objectives. To be successful in this role, you must be motivated by success, and be driven and determined with the desire to make a difference.

Main duties and responsibilities

- Respond and convert inbound sales enquiries. The results from the Marketing team will be a contributing factor so maintaining a close working relationship with this department is key to success.
- Work alongside the sales team by supporting them with a venue finding service to meet clients objectives.
- Respond to Hubspot enquiries and other form fills in a rapid manner to ensure First Event have the greatest chance of winning the business.
- Supply the sales team & operations team with venue updates.
- Use appropriate sales and communication channels to make contact with prospects, using your ability to quickly build rapport to engage clients over the phone.
- Attend and contribute to the sales meeting, working with the team to develop the target market and prospect database.
- Research and evaluate the market and our principal competitors, identifying potential target customers.
- Working to weekly and monthly sales targets and KPI's.



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Qualities, skills and experience

- Passionate, professional, driven, self-motivated and ambitious.
- Fantastic knowledge of UK event hotels & venues as well as overseas knowledge with a minimum of 5 years' experience
- Excellent written and verbal communication skills, with the ability to listen carefully to a customer's needs and translate these into a sales opportunity.
- Possess the ability to negotiate, influence and persuade others to achieve the desired outcomes.
- Strong multi-tasking skills and the ability to manage a diverse and challenging workload.
- Ability to build effective relationships with clients and colleagues.

Who we're looking for.

Our First Event Family is a close-knit community dedicated to providing our clients with a seamless service to help them to meet their goals and objectives.

Our events, digital, marketing, design, finance, sales, proposals and flight departments work closely together to create bespoke events that exceed client expectations. We love that our vibrant team is made up of so many different personalities, but our company values sum up the kind of people we're looking for:

Passion | Trust | Unity | Honesty | Commitment | Fun!

These are the values that bring everyone at First Event together, making us a force to be reckoned with, and helping us to deliver the outstanding events we are recognised for.

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV and cover letter to careers@firstevent.co.uk

No agencies please.