

Conference Sales Executive

Location: Missenden Abbey

Salary: From £21,000 per annum based on experience with 20 days annual leave and annual profit share bonus.

Contract: Permanent

Set in 10 acres of exquisite grounds in the heart of Chiltern Hills, Missenden Abbey is renowned for its commitment to outstanding customer service and all round excellence and aspiration to be our clients' first choice for conferences, training and events.

We are one of the most popular Wedding and Events venues in Buckinghamshire recently winning a Gold certificate of Excellence from Bridebook.co.uk in 2019.

We are looking for a lively, efficient and proactive member of the sales team at Missenden Abbey. As a member of the sales team, you will be responsible for promoting the Abbey and its facilities to customers new and old, representing Missenden Abbey at trade fairs and proactively seek out new opportunities.

You will need to be:

- Highly motivated, organised and self-sufficient individual.
- Ideally have 2 years' experience within a hospitality and/or events environment.
- Proven track record of sales or working to targets
- Extremely personable and confident individual with exceptional written and verbal communication skills. This role is customer facing and dependent on building significant relationships with your clients and their families.
- A creative character, with a keen eye for detail and aesthetic, to ensure the venue is presented to its highest potential at all times, and to bring ideas to the table for aesthetic development. A knowledge of the hospitality industry is desirable
- Excellent time management, the ability to work autonomously and be highly organised.

Benefits

- Opportunity to develop a still growing sector of an independent business.
- Work in a fast paced, exciting environment within a close-knit team.
- In house training and development offered in all areas of the role to ensure every member of our team has the opportunity to improve their skills and deliver excellence.
- Uniform provided as well as meals on duty

For informal discussions please contact Suze Ward our Sales & Marketing Manager Suze.Ward@missendenabbey.ltd.uk or call: 01494 866811 for more information.

All applicants must complete a full application form, CVs will not be accepted. To apply please follow the appropriate link <https://jobs.bucks.ac.uk/vacancy/sales-executive-397159.html>



Closing date: 27th October 2019

Please note that if you do not have permission to work in the UK, Bucks New University will not be able to obtain a Certificate of Sponsorship for you to take up this position. All non EU/EAA candidates must have valid immigration status and/or a UK visa valid for the duration of the contract in order to be considered for this appointment.

Bucks New University is a Disability Confident employer and as such you will be given the opportunity to declare a disability as part of the application process.