



VENUE SOURCING EXECUTIVE.

We are looking for a Venue Sourcing Executive to join our growing Venue Finding team. You will be sourcing venues for a variety of clients and will thrive in a fast paced, busy environment. Preferably you should have a good knowledge of UK and International venues, strong organisational skills, be capable of working on your own initiative and be an excellent communicator.

Key Responsibilities

- **Brief Management** - receive briefs from Account Manager for Venue Finding Production as well as direct business. Understand the client requirements and research suitable venues and destinations to fulfil the brief. Ability to listen intently to be able to propose suitable venues and destinations to match the brief. Clear verbal and written communication to venues ensuring all aspects of brief is understood to meet the client requirements
- **Negotiating Skills** - Good negotiating skills ensuring the client is only quoted the best commissionable rates available. Be aware of current market pricing with venues ensuring rates are negotiated down between 10/20% from first rate quoted.
- **Proposal Writing** - Using the Top Banana template produce creative and accurate proposals within the agreed SLA. Accurate, detailed and researched information obtained to ensure that the presentation is comprehensive and in line with the brief.
- **Cost Sheets** - produce accurate cost sheets utilising the Top Banana template within agreed SLA. Detailed and accurate cost sheets to be produced alongside the proposal. All negotiated pricing to be included.
- **Venue and client liaison** - Clear and effective verbal and written lines of communication to be established and maintained with venues and clients at all times. Attending client meetings where required. Honest and professional communication throughout the whole project and point of support to the client at all times. Answer the telephone in an appropriate manner, relay calls and messages to relevant person.
- **Database Management** - Ensure database is current and all discrepancies. and changes are reported to data base management company. Manage, maintain and update content of VF database on all UK, European & Worldwide venues.
- **Time Management** - Ability to work on multiple projects and prioritise tasks. Ensure that all tasks are completed according to agreed SLA. Prioritise briefs in order of importance.
- **Process adherence** - in line with ISO 9001. Adhere to all ISO 9001 processes that are involved with the project from inception to completion.
- **Social Media** - Manage LinkedIn and social media posts for the venue finding team
- **Diary Management** - Responsible for keeping the venue finding diary and calendar updated. Arranging and managing the venue appointments and Fam Trips for venue finding team and company

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**Knowledge/Qualifications:**

- Previous venue finding experience, ideally in an agency environment would be preferable

Skills/Abilities:

- Excellent communication (both oral and written and excellent interpersonal skills)
- Ability to be proactive and use your initiative
- Excellent attention to detail
- Excellent IT skills (Word, Excel, Outlook, Access)
- Ability to prioritise responsibilities under pressure and deliver to deadlines
- Excellent time management and organisational skills
- Autonomous – taking ownership and responsibility
- Ability to remain calm under pressure
- Flexible – ability to adapt in the moment and responsive to change
- Ability to work in a team
- Please note due to our rural location your own transport will be required.

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