



VENUE SOURCING EXECUTIVE.

We are looking for a venue sourcing executive to join our busy Venues team. You will be sourcing venues for a variety of clients and will thrive in a fast paced, busy environment. Preferably you will have a love of venues and all things travel, good knowledge of UK and International venues, strong organisational skills, be capable of working on your own initiative and be an excellent communicator. Ideally you will have at least 1 year of experience in a similar role or working in a conference/hotel sales office. An Event Management Graduate would also be considered.

Key Responsibilities

- **Brief Taking** – Qualifying client’s requirements and accurately taking event briefs. Ensuring all briefs are entered onto The Hive / BookIt venue systems.
- **Venue Finding** – source venues that suit the brief and work well with client brands. Negotiate with venues to ensure that clients are presented with cost effective solutions.
- **Meeting Teams & Top Banana Financial Targets** - Ensure financial targets are met through maximising and negotiating best commission terms from venues.
- **Proposal generation and checking** - accurate checking and delivery of client friendly proposals within agreed timescales and in the correct templates. Proposals to be available to view through The Hive as main tool but use other methods if required.
- **Client Liaison** – attend client site visits when required either on your own or with a Senior Account Manager / Directors. Build long lasting relationships and prepare account plans for 3 main clients each year to grow business.
- **Pitches** - be a part of the pitch team where required
- **Venue & Destination Knowledge** – constantly look to expand and enhance knowledge of venues and destinations, attending fam trips when possible
- **Time Management** - ability to work with multiple clients and prioritise tasks. Ensure that all tasks are completed according to agreed service level agreements. Prioritise call activity 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.
- Proactive self and professional development

TOP BANANA.



Key Skills:

- Organisational skills and attention to detail
- Excellent communication (both oral and written and excellent interpersonal skills)
- Autonomous – taking ownership and responsibility
- Financial acumen
- Negotiation Skills
- Flexible – ability to adapt in the moment and responsive to change.
- Creative and dynamic – think outside the box, challenge the norm.
- Ability to work in a team
- Ability to see projects through
- Computer literate
- Required - own a car and drive due to remote office location

TOP BANANA.