

Sales and Events Development Assistant (Maternity Cover)

Sales and Events Development Assistant – 9 Months Maternity Cover

Cardiff Based – Travel and working away from base required occasionally
Competitive Basic Salary c. £21k – £24k Pro Rata
37.5 Hours per week

Production 78 are looking for a creative, organised, driven and confident Sales and Events Development Assistant to cover maternity leave & work in our event sales team to assist in the expansion and development of the Production 78 client list.

Core Duties

The role of Sales and Events Development Assistant will include providing assistance in bringing in new business by creatively seeking, actively chasing, and generating new leads for Production 78. Working closely with the Director of Sales, you will have a good understanding of the events industry and an ability to negotiate and sell the company's services to new and existing clients.

Job Specification

We are looking for a person with an approachable and professional manner who is creative, organised, driven and has a good level of personal skills in a wide range of work environments. Production 78 aims to achieve high production values at all our events and the appointed person will be expected to meet and push the quality boundaries we deliver to our clients. Adhering to clear systems of work such as ISO9001 and ISO14001 is a core requirement of this role.

About Us

Production 78 is a small events production company with a big impact. Based in Cardiff our ever growing list of clients in the past 12 months includes:

Costain Vinci
Jacobs
NATO
National Grid
Artes Mundi
Jury's Inn
Highways England
Hilton Garden Inn
Barber Connect & Awards

If you're interested, then please send a short email of introduction to iwantajob@production78.co.uk and we will send you full role details and an application form.