

# United Kingdom Jobs Expertini®

## Event Sales Assistant

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Company: Adway Marketing

Location: Greater Bristol Area

Category: other-general

We are seeking a highly motivated and detail-oriented individual to join our team as an Event Sales Assistant! As an Event Sales Assistant, you will play a key role in supporting the planning and execution of our exciting retail events. This is a fantastic opportunity for someone who is passionate about the sales industry and thrives in a fast-paced and dynamic environment.

**Role Responsibilities:**

- Meticulous Planning:** Dive into meticulous event planning, ensuring every detail is carefully considered for seamless execution.
- Vendor Management:** Cultivate and manage strong vendor relationships to secure the best services for our clients.
- On-Site Expertise:** Be the on-site expert, overseeing event logistics and ensuring a smooth flow from start to finish.
- Client Collaboration:** Collaborate closely with clients to understand their vision and deliver events that exceed their expectations.
- Budget Efficiency:** Utilize your budget management skills to optimize resources and deliver exceptional results.
- Sales Tactics:** Ensure you are up to date on all sales tactics.

**Qualifications:**

- Excellent organizational and multitasking skills
- Strong attention to detail and problem-solving abilities
- Excellent communication and interpersonal skills
- Ability to work effectively in a team environment and collaborate with various stakeholders
- Proficiency in using Microsoft Office Suite and event management software
- Previous experience in event planning, hospitality, or a related field is preferred but not required
- Bachelor's degree in Event Management, Marketing, or a related field is a plus, but not required

Join our team and be part of creating unforgettable events for our clients and attendees! Apply now to become an Event Sales Assistant and embark on an exciting journey in the event industry. \*\*We are an equal opportunity employer. We do not discriminate on the basis of race, color, religion,

gender, sexual orientation, national origin, genetics, disability, age, or any other protected status. We are committed to fostering a diverse and inclusive workplace where all individuals are valued and respected.

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