



COMMERCIAL & EVENTS CO-ORDINATOR

DERBYSHIRE COUNTY CRICKET CLUB

We are currently recruiting for a Commercial and Events Co-ordinator to join a professional county cricket club based in Derby who will be responsible for supporting the Commercial team with the selling, planning, delivery and administration of all our cricket and non-cricket events.

The role is broad and very rewarding and the successful candidate will be involved in every aspect of the business from a customers' initial enquiry through to the post-event review with the customer.

Role requirements are as follows;

- Pro-actively & reactively sell our Derbyshire Experience conference and events and hospitality business
- Process hospitality, conference and events bookings using our in house CRM system
- Host customer visits and convert customer enquiries into bookings to develop future and repeat business
- Host events and provide official welcome on behalf of the Derbyshire Experience, when appropriate
- Contact new customer-generated leads and previous contacts from the Club's prospect business database
- Support and assist with digital and social media initiatives to engage and drive traffic to webpages
- Update the events social media channels, to include Twitter, Facebook, Instagram and LinkedIn and Live Chat facility on the company website
- Administrative support for hospitality, concert and event

Knowledge and Applied Skills;

- Working knowledge of the events industry
- Able to develop positive working relationships at all levels and create a positive image
- Ability to communicate clearly and concisely both verbally and in writing
- Previous administration experience
- Strong customer services experience
- Proven written and numeracy skills

- Understanding and experience of diary management
- Experience of management of small projects or events to deadlines
- Ability to priorities tasks and work effectively under pressure

What we can offer you:

- A competitive salary and sales performance bonus
- 25 days paid holiday
- Company pension scheme
- Free on-site parking
- 2 free tickets to every Derbyshire CCC match

To apply please send your up to date CV with a covering letter detailing your suitability for the role to jobs@derbyhireccc.com

Closing date for applications Wednesday, 19th February