



Job Specification: Event Sales Team Leader

In this role, you will have the opportunity to build long term business relationships with your clients and provide training and support to the sales executives. From selling individual event attendance (in-person and online) as well as membership offering to attending the events and managing the delegate sales team, this varied role provides opportunities to progress via a team management, sponsorship sales or project management route.

Role Responsibilities:

- Researching potential event attendees as well as identifying prospects for membership offering
- Pre-qualifying leads using the company database
- Contacting previous attendees to gather feedback and to develop new business opportunities
- Working with marketing to follow up on outside enquiries via email, phone and video meetings
- Building network using social media, and forming templates for email blasts
- Regular strategy meetings to discuss campaign progress, using attendee feedback
- Attending events to meet with attendees and provide a quality service
- Working with the CRM system to update records
- Managing a team – monitoring KPI's and results/targets, provide support/training
- Project leadership, planning and execution of campaign strategies
- Reporting to sales director on campaign progress

We are looking for someone with:

- Minimum 2 years sales and project/people management experience
- Excellent communication skills
- A willingness to learn and contribute to the success of a team
- Ambition and drive, and a desire to learn fast and hit challenges head on

Benefits of this role:

You will receive a basic salary from £28,000-32,000 PA + commission (minimum £6,000+ expected for year 1). To the right candidate we provide excellent remuneration, training, benefits and long-term career plan. We do offer opportunities for remote and flexible working (after successfully completing set probation period). Additional benefits include - gym membership, pension scheme, and regular social events.

Location:

Our offices are located on the Botley Road, with shops/restaurants within walking distance and easy access into Oxford City Centre.

Company:

For over 10 years, Oxford Global Conferences has produced cutting edge events and congresses for the Life Sciences Industry, annually bringing together thousands of industry leaders and solution providers at a senior level, creating the opportunity to partner, network and knowledge share.

Interested in joining the team? Email your CV and cover letter to careers@oxfordglobal.co.uk