



Job Type: Senior Account Manager

Salary: Dependant on experience

Standard office hours: 09:00 – 17:30

About Venueseeker

Venueseeker is an independent venue broker which sources venues for our client's events. Venueseeker provides a free venue finding service and sits within the Bespoke team (Venueseeker, Eventwise & Mask) at the Concerto Group. The division also acts as a lead generator for each of the different Concerto Group divisions.

About the role

We are currently seeking an enthusiastic and energetic Senior Account Manager (SAM) Event professional to join and lead the day to day running of Venueseeker. The ideal candidate will be looking for a new challenge, have 4+ years' London events and venues experience and be ready to take ownership of and grow this exciting, fast-paced business. The person will work closely with the Head of Bespoke, who will oversee the general running of the brand alongside the other Bespoke divisions. This role will comprise of:

KEY RESPONSIBILITIES:

General

- Excellent venue knowledge across London with a hunger to seek out new and interesting spaces
- Strong negotiation skills to secure best commission rates for the business
- Responsibility for managing your own projects and workload
- Accurately log and manage enquiries through the in-house computer system (BMS)
- Represent the Concerto Group by attending showcases and building strong relationships with venues.
- Keep up to date with industry news, new venues and trends
- Team management – looking after 1-2 juniors and ensuring they are maximising business opportunities and revenue
- Report into Head of Bespoke with weekly sales and lead updates
- Maintain successful client management by building a base of repeat clients and looking after existing accounts

Enquiry management

- Filter and qualify enquiries quickly to maximise every opportunity
- Possess the skills and knowledge to quickly respond to clients and venues in a professional manner throughout the enquiry management process

- Display sound sales skills with the experience to ensure client briefs are met and jobs are secured in a timely manner
- Enthusiasm and the desire to put their own stamp on the role and grow with the business
- Budget control of events including invoicing to clients and from suppliers
- Ability to deliver the best response to a client brief, while also considering the best interests of the group

Marketing

- Basic experience in marketing to ensure the business is being correctly represented and promoted, working with the internal marketing team
- Conduct competitor analysis to be aware of what other venue search sites are doing to we can keep ahead of the crowd

Business development

- Desire to take on a venue search site and manage it day to day
- Someone who will relish the opportunity of taking on the challenge long term
- Drive a team to deliver around £120,000 in revenue to the business in the first year, with the support of a junior team member and intern
- Enthusiasm to grow the brand in line with the business vision – adding one new team member per year and £100,000 per person of revenue to the business each year
- Build the Venueseeke Black portfolio, launching new and exclusive venues first to London through the power of your network

PERSON SPECIFICATION:

- Hunger to manage a venue search brand and make it the market leader
- Ability to juggle heavy workload and handle multiple briefs concurrently
- Creative approach to marketing to help the brand stand out from the crowd
- Ambitious with a keen interest in venue search
- Excellent knowledge of London venues
- Strong negotiation skills to ensure best commission rates are secured
- Sound sales skills and experience
- Excellent organisational skills and attention to detail
- Computer literate
- Well presented
- Excellent written and verbal communication skills
- Confident and personable
- Performs well under pressure
- A team player with a professional attitude