

Sales Co-ordinator

About us....

Visitors to British Airways i360 can take to the skies and see Brighton and the south coast as they have never seen them before.

Guests glide up gently to 138m (450ft) in our futuristic glass viewing pod, conceived and designed by Marks Barfield Architects, creators of the London Eye.

Role Overview

Based in our Sales Office, you will be responsible for coordinating events once agreed with the client up until the day of the event. You will build strong relationships with the team and clients as appropriate ensuring clients receive the first-class service they expect.

Main Responsibilities

- To work closely with the Sales Manager and the rest of the sales team ensuring client events, functions and meetings are ready for the day to run smoothly including:
 1. All administration before the event
 2. Liaising with the client to confirm event timings
 3. Confirming the room layout preferences and advising housekeeping in advance of the day
 4. Create functions sheets
 5. Preparing signage for the events including but not limited to signs, name cards, etc.
 6. Ensuring all documentation is correct and available in good time, including details of the main contact and telephone number along with health and safety requirements
 7. Pass all details to the Events Manager in plenty of time for the event to be run smoothly
 8. Updating the event details to ensure everything is correct to run on the day

Any other duties as required by the Sales Manager or Head of Sales and Marketing. A flexible and willing attitude is vital.

About you.....the essential skills and personal qualities

- Educated to GCSE or equivalent
- Demonstrates ability to work as part of a team
- Excellent communication and writing skills
- Effective interpersonal skills
- Excellent IT Skills – proficient in Microsoft Office and able to use departmental systems and databases
- Excellent attention to detail
- Experience of working in a busy events team would be beneficial but not essential
- Strong organisational skills with the ability to manage and prioritise a heavy workload on own initiative

Job Hours and Salary

This is a full-time position to include occasional evenings and weekends. Salary is approx. £19,000 pa.

How to apply

Please email CV with a covering letter to jobs@britishairwaysi360.com by Tuesday 30th April 2019. Please note that we are unable to respond to everyone due to the high number of applicants we receive; however, we will contact you if we would like to take your application further.