

# Person Specification

Job Title	Sales and Event Development Assistant (Maternity Cover Full-Time, Fixed-Term, 9 months contract)
Department/Location	Events Sales, Bridgend (Address Above) Travel and working away from base required occasionally.
Line Management	Director Sales
Spinal Pay Grade	1 to 9 (£22,997 to £29,246) pro rata
Basic Hours Per Week	37.5 Hours + Overtime per week
Annual Leave	21 days (pro rata) plus bank holidays
Workplace Benefits	Workplace pension, free workplace parking, good public transport links

Core Requirements	<ul style="list-style-type: none"> <li>• Professional experience in a competitive sales environment</li> <li>• Strong communication skills</li> <li>• Good spoken and written English skills</li> <li>• Good sales negotiation &amp; presentation skills</li> <li>• Excellent computer and IT skills and a good understanding of Microsoft Office applications</li> <li>• An eye for detail</li> <li>• Hold a formal qualification to a btec, graduate or post graduate level</li> <li>• C grade or higher in English and Maths GCSE</li> <li>• Approachable and professional manner including good standards of personal presentation</li> </ul>
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Physical Requirements	Regularly	Frequently	Occasionally
Sitting	Yes		
Standing		Yes	
Walking		Yes	
Climbing/Balancing	N/A	N/A	N/A
Reaching – With Arms and Hands			Yes
Stooping, Kneeling, Crouching, Crawling			Yes
Talking	Yes		
Hearing	Yes		
Feeling/Touching	Yes		
Clear Sight	Yes		

Registered as a company in England & Wales No. 04316263; under the Data Protection Act 1998 No. Z8545846; VAT No. GB 790 5645 04.  
 Is an accredited member of the Contractors Health & Safety Assessment Scheme; an accredited Living Wage Employer; a member of the Production Services and National Outdoor Events Associations; and a subscribing member of the British Standards Institution.  
 We are also ISO9001:2015 Quality Management, ISO14001:2015 Environmental Management, and Cyber Essentials Certified.

<p><b>Desirable Requirements</b></p>	<ul style="list-style-type: none"> <li>• Experience in live events work or an event sales environment</li> <li>• Creative and event development experience</li> <li>• Familiarity with BRM &amp; CRM practices with ability to build productive business professional relationships</li> <li>• Basic understanding of ISO9001, ISO14001 and British Standard systems of working</li> <li>• Experience in the production of detailed tenders, proposals and quotations</li> <li>• Interpersonal skills including: tact; diplomacy; the ability to see alternative points of view</li> <li>• Excellent organisational and planning skills</li> <li>• Clean Driving License</li> <li>• Good Spoken and Written Welsh Skills</li> <li>• Experience producing creative social media content</li> <li>• Knowledge and experience of web design, Velo and Javascript</li> <li>• Experience in Adobe Creative products &amp; SketchUp</li> <li>• Hold a formal qualification in a Live Events related subject</li> <li>• Positive, pro-active and creative approach to problem solving</li> <li>• Ability to work under own initiative and self-manage</li> <li>• Ability to work as part of a team</li> <li>• Commitment to excellent customer service</li> <li>• Critical awareness and an ability/willingness to take part in a constructive de-brief process</li> <li>• Calm under pressure and during busy workload periods</li> </ul>
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<p><b>Company Statement</b></p>	<p>Production 78 provides a specialist, efficient and dedicated creative events team to create high quality, smooth-running and unique events.</p> <p>Production 78 is Wales' leading Creative Event Agency, offering turnkey event solutions from corporate meetings and conferences, to exhibitions, awards and festivals. We create over 300 events every year for over 100 different clients in both the public and private sectors as well as our own events portfolio. We achieve this by following audited work systems and detailed company working procedural and safety policies.</p> <p>Production 78 Limited is:</p> <ul style="list-style-type: none"> <li>• An equal opportunities employer.</li> <li>• ISO9001 and ISO14001 accredited.</li> <li>• SSIP Accredited (Safety Systems In Procurement)</li> <li>• A member of the British Standard Institute (BSI)</li> <li>• A member of the Production Services Associated (PSA)</li> <li>• A member of the National Outdoor Events Association (NOEA)</li> <li>• Accredited under the UK Cyber Essentials Scheme</li> <li>• A National Living Wage Employer</li> </ul>
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<p><b>Applications</b></p>	<p>Applications should be made using the online application form <a href="https://www.production78.co.uk/about-us/application-form">https://www.production78.co.uk/about-us/application-form</a> by the end of Sunday 28<sup>th</sup> April 2024. Should you require this form or any other paperwork in an alternative format please email <a href="mailto:iwantajob@production78.co.uk">iwantajob@production78.co.uk</a>.</p>
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	<p>Shortlisting will take place on Wednesday 1<sup>st</sup> May 2024 and candidates will be invited to an interview on Wednesday 8<sup>th</sup> May 2024 in person at our Bridgend office. Candidates will be interviewed by up to three members of the Production 78 Team. Offers will be made to the successful candidate, subject to satisfactory references.</p>
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