

Job Description

© Production_78 f Production78 in Production 78 Limited @Tweeter78

Sales & Event Development Assistant

Job Specific Duties

- To contact existing and new clients and secure business for Production 78 Ltd.
- Assist in bringing in new business by creatively seeking, actively chasing, and generating new leads.
- Assist in the planning of event concepts, visualisations and development of ideas for potential clients.
- Assess clients' brief and technical requirements, provide efficient, accurate costings to ensure brief is met along with maximum sales.
- Positively assist in the expansion of existing events and the acquisition of new business for Production 78 Ltd.
- Assist in growing revenue and profits of the business beyond current totals by gaining new business as well as identifying expansion opportunities and increasing our current event accounts.
- Assist in the creation and development of new business ideas, events and formats to expand the Production 78 portfolio of events.
- Assist in the production of detailed tenders, proposals and quotations for Production 78 events (eg timelines, venues, suppliers, legal obligations, technical requirements, staffing and budgets).
- Assist in the securing and booking of venues or locations for events.
- Face to face presentation of ideas and proposals to clients for consideration, negotiation and agreement.
- Meeting with clients following their events to de-brief and assess areas for improvement in order to retain contracts and develop future relationships.

Core Duties

- Agreeing to, working with and reporting back on company and event budgets.
- Contributing to and researching business development opportunities and markets in order to grow the business.
- Operation of company finance procedures, managing event budgets, keeping within budgets and returning completed petty cash and credit card expenditure.
- Working alongside the team to achieve business sales targets as agreed with the board of directors.
- Assist with meeting potential clients in order to promote business sales as required.
- Working with the directors to ensure that insurance, legal, health and safety obligations, sustainability and other company policies are adhered to; including the completion of health and safety documentation where required to meet the requirements of our independent safety accreditation eg Event Plans, Risk Assessments and Event Safety Sign Off Documents.
- Contribution to post event evaluation (including data entry, analysis and producing reports for event stakeholders).
- Assist in the promotion and implementation of company systems of work and procedures to all staff working for the company, especially ISO9001 and ISO 14001.
- Deliver added value to every client of Production 78 Limited every time.
- Any other duties as deemed reasonable and necessary by the Production 78 board of directors to meet the needs of the business.

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.

