

Job Description: Sales Coordinator

Function:	Sales
Position:	Meeting and Events Sales Coordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Business Development Manager
Additional reporting line to:	Catering Services Director
Position location:	Newcastle United Football Club

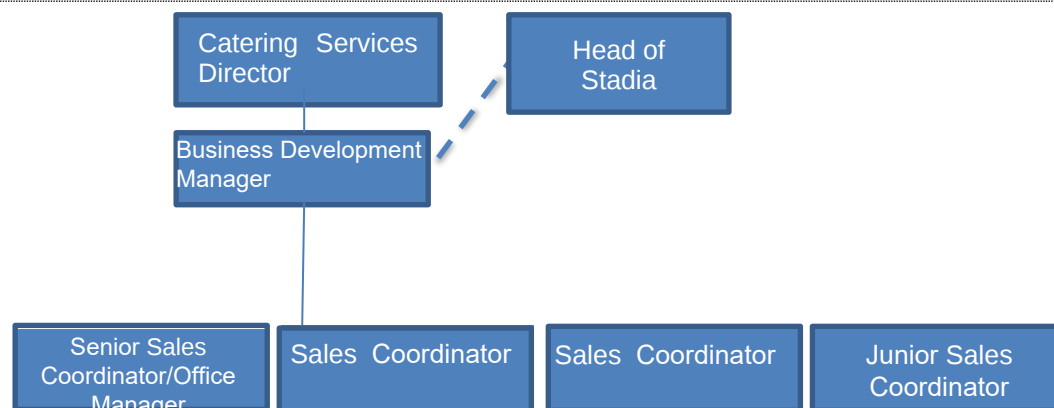
1. Purpose of the Job – State concisely the aim of the job.

- To exceed targets by providing clients with a motivating and exemplary sales experience
- Utilising all elements of the sales engine to ensure you are delivering a high performing sales culture. This includes understanding and living our sales values and competencies and following company standards of performance.
- Manage C&E enquiries to the company standard
- Identify customer needs and provide solutions to match them
- Build working relationships with internal & external clients
- Ensuring quality management of data using CRM tools provided
- Event planning for each event from start to finish guiding and assisting the client
- Prepare and issue contracts and invoices for all sales

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Number of venues – 1
- Geographic Region – Newcastle upon Tyne
- Individual KPI's set with line manager to include number of site visits, conversion etc

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Service

- Adhere to company values, standards and procedures at all times
- Comply with all company & client policies and procedures as required, together with statutory regulations and legislative requirements relating to such matters as employment law, safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH etc.
- Adhere to sales standards of performance for show rounds, incoming and outgoing telephone calls, administration, and sales approach in adherence to the company standards
- Ensure all enquiries and quotes are responded to and produced to the agreed high standard in a professional and efficient manner with all responses sent out on the same day and followed up within 24 hours
- Conduct site visits on a regular basis
- Assist when needed for Networking, External Events Christmas events, Calendar of events and home matchdays.
- Conduct pro-active activities such as outbound calling and distribution of promotional material
- Record comprehensively all customer interactions, events and feedback to provide accurate research about our business using Priava and CRM system
- Build and enhance long-term client relationships to enhance the retention of current clients and customers, gain referrals for new business and attract new customers.
- Be knowledgeable about other PV&E sites in order to cross sell and efficiently communicate with peers in the company to maximize company opportunities.

People Management:

- Work with the management team to ensure the agreed procedures and policies are faithfully followed
- Comply with all statutory company policies and procedures to enhance employee engagement and ensure the Company retains Investors in People accreditation.
- Maintain excellent and professional relationships with all internal and external clients at all times
- Carry out any other duties as may be required under the direction of your manager, which is reasonably within your scope and commensurate with your status and duties. Including working some out of normal office hours when required
- Behave in a proper and professional manner at all times as a representative of Sodexo

Quality and Detail:

- Fully comply with all Company and client policies, site rules, statutory regulations and working practices.
- Establish a close working relationship with the Events and Operations team to ensure that all events, contracts and project work matches ambition and promise but also provides further business opportunities
- Achieve personal KPI's and objectives. Review on a quarterly basis as part of the performance review process

Financial Management:

- Achievement of budgeted sales
- Ensure excellent knowledge of venue including operating costs for each style of event to ensure commercial and profitable selling
- Ensure all required reports are submitted in a timely and accurate manner
- Ensure that all the Company's and client's property, equipment and monies under your control are safe and secure at all times
- Chasing up monies for each event pre, during and post event

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Exceed targets by providing customers with a motivating and exemplary sales experience
- To develop existing accounts and engage with them to increase their commitment.
- Manage sales enquiries through PV&E and venue client bookings inbox
- Prepare and issue contracts and invoices for all sales in line with PV&E standards
- Manage debt through collecting payments in a timely manner in line with Company Accounting procedures
- Maintain an up to date CRM system, logging all enquiries and cleansing data
- Answer all incoming calls in a professional and efficient manner
- Understand the local & national market in order to sell effectively against the competition from both the venue and catering perspective.
- Assist with entertaining, sales missions, networking and exhibitions and at all times act as an ambassador for both Sodexo Prestige Venues & Events and the venue client
- Attend relevant team meetings
- Maintain accurate records on current key clients and prospects through the CRM system.
- Deliver a consistent level of performance within the Company's standards and agreed performance, qualitative and financial targets.
- Comply with all Company & client policies and procedures as required, together with statutory regulations and legislative requirements relating to such matters as employment law, safe systems of work, health & safety, hygiene, cleanliness, fire and COSHH etc.
- Achieve personal KPI's to be agreed with Line Manager

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Manage the end to end life of enquiry from researching the opportunity through to proposal quotation booking and confirming in a professional and timely manner
- Build lasting relationships with clients through creating an exemplary customer experience by gaining and recording insights and therefore encouraging repeat business and referrals
- Manage data quality by ensuring 100% compliance on all CRM/Priava systems

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- A proven track record in a Events Sales and Planning role
- A strong knowledge of the local market
- A good researcher, negotiator, and client focussed approach
- Excellent telephone manner
- Excellent communication verbal & written skills
- Excellent business relationship building skills and understanding of customer needs
- Ability to work under pressure and deliver measureable sales targets
- Excellent time management and organisational skills in order to prioritise various job demands
- Proven negotiation skills
- Detail focussed with strong event coordination skills

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Brand Notoriety
- Commercial Awareness
- Innovation and Change
- Learning & Development
- Employee Engagement

9. Management Approval – To be completed by document owner

Version:	V1	Date: 30.06.26	
Document Owner:		Approved by:	

10. Employee Approval – To be completed by employee

Employee Name		Date	
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