



**Job Title:** Hospitality & Events Sales Executive

An opportunity to join the Commercial department at Southend United at an exciting time.

The Hospitality & Events Sales Executive will report to the Head of Commercial, and the role will be to sell hospitality inventory and manage the accounts of existing clients on a seasonal and non-seasonal basis whilst looking after all events organised by Southend United including networking.

**Main duties & responsibilities**

- Selling matchday inventory at Roots Hall including hospitality, match sponsorship, mascot packages etc.
- Selling and managing events organised by Southend United.
- Working closely with the Sponsorship & Advertising Exec, organise and manage the SUB Networking events.
- Contacting new prospective clients
- Arrange and undertake meetings with potential clients
- Account manage existing clients
- Identify new sales leads and prospects, introducing new revenue streams to the club
- Working with the Commercial department, look after clients on a matchday
- To update and maintain the commercial hospitality database
- Attend events on behalf of Southend United Football Club
- Sell events outside of the matchday remit for Southend United Football Club
- Work closely with the Commercial Coordinator to ensure a matchday runs smoothly
- Support the Commercial Team with any additional duties as required across the department

**Skills and Experience required**

- Previous experience of working in a commercial/client facing environment
- Previous sales experience (preferably in sport)
- Account management experience
- Excellent written and verbal communication skills
- Able to work within a team
- Competent on word, outlook, excel etc.
- Managing customer relationships
- Planning and implementation
- Excellent attention to detail
- Desire to succeed
- Ability to multitask in a fast-paced environment
- Self-motivated
- Professional telephone manner

**Standard working hours**

**Monday – Friday:** 9am – 5.30pm

Home Southend United matchdays

Interested applicants are requested to send their up-to-date CV, covering letter outlining current remuneration package and notice period to [rhys.ellingham@southend-united.co.uk](mailto:rhys.ellingham@southend-united.co.uk)