



JOB VACANCY

Sales Co-ordinator

Organisation:	Burton Albion Football Club
Position:	Sales Co-ordinator
Salary:	Competitive salary based on experience
Location:	The Pirelli Stadium, Burton Albion Football Club
Type of Contract:	Permanent Full time
Closing Date:	Friday 16 th March 2018

Burton Albion is looking to recruit a dynamic, ambitious, self-motivated Sales Co-ordinator. The candidate must have a minimum of two years extensive sales background experience and be able to demonstrate their development in sales in line with business objectives and share our passion to ensure a high level of customer satisfaction for both new and existing business.

Reporting to the Commercial Director the role and responsibilities will be in raising our profile in generating, developing, and maximising potential sales enquiries in relation to advertising and sponsorship, and will include promoting our conference, banqueting and corporate hospitality and to continually enhance and develop key relationships with current and new partners both on site at the Club through telephone networking, and out and about visiting businesses and individuals within the community. To be productive in maintaining all administration required for this role including efficient maintaining of records and databases to keep in line with company systems.

The work will be varied and the ability to work efficiently and effectively within a fast paced dynamic environment to a specified strategy and within deadlines is essential. You must have a genuine interest and enthusiasm for sales and have a positive 'can do' attitude together with excellent customer service skills.

How to apply:

Download an application form at www.burtonalbionfc.co.uk and forward applications to the Commercial Director, Burton Albion Football Club, Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR or email to vacancies@burtonalbionfc.co.uk Please note the closing date may change if a high volume of applications are received. No agencies please.

