

## JOB DESCRIPTION

**Job Title:** Account Manager  
Venue Search London

**Based at:** London Bridge

**Reports to:** VSL Account Director

### YOUR ROLE

You will be working within the Venue Search London team and reporting into the Account Director. VSL is a leading venue finding service, sourcing venue solutions to match our corporate clients event brief. Enquiries come through both the website and via proactive Account Management and will be handled by yourself until the point of contracting. As an Account Manager, you will represent the VSL and Story brands in everything you do through excellent communication with your industry, your colleagues, and your clients.

### RESPONSIBILITIES

- Dealing with enquiries that come via phone, website, email & through proactive Account management.
- Managing existing VSL client relationships and proactively looking for ways to develop new client relationships.
- Building up and developing a client database of your own
- Achieving a pre-determined and agreed annual sales target.
- Sending proposals and ensuring fast enquiry responses to clients and venues
- Booking and/or attending site visits and meetings with prospective clients
- Maintaining strong venue relationships
- Raising invoices for commission to venues and chasing payments to ensure timely payment (training will be provided)
- Contributing to the overall marketing strategy of the business where required
- Proactively liaising with venues re additional marketing opportunities to boost revenue.
- Presenting ideas to senior management with ideas on how to put these into practice.
- Recognise larger bespoke bookings that require event management and referring to the Story team to manage and development.
- Regular attendance to venue familiarisation trips (FAM trips) and site visits.

### ABOUT YOU

- A self-motivated attitude with the confidence to be proactive.
- An intuitive sales personality
- Excellent written and verbal communication skills.
- Experience within the industry, ideally within an agency or similar venue finding business.
- Ability to use the Microsoft office suite including ExCel
- A maturity to change and adapt the sales strategy to ensure targets are met.
- Great attention to detail
- A positive attitude with a desire to put your stamp on a small team.
- Excellent London venue knowledge as well as a willingness to build on this knowledge

### SALARY

We like to work with your expectations and not against you!  
Upon application with your CV, please advise either your current salary or next role salary expectations for discussion