

**Aubrey Park is an independent hotel conveniently close to St. Albans and Hemel Hempstead being only 5 miles from both towns. A stylish, award winning hotel set in 9 acres of landscaped gardens and woods.**

**We have a fantastic opportunity for a talented individual to join us as a Sales Executive**

You must be able to demonstrate a drive to convert sales and display proactive selling techniques. Be able to organise all aspects of a client's meeting, wedding, banquet or event requirements. Discuss venue and room hire alternatives and set ups. Liaise closely with the Sales Office Manager to ensure all opportunities of increasing revenue and profit are successfully managed.

### **The role**

- To promptly handle all event enquiries
- Meeting with clients for show rounds and appointments
- Manage event diary
- Production of accurate function sheets
- Accurate billing and posting of revenue
- Sending out brochures, proposals and hotel information packs as required
- Conduct regular market surveys within area competitors

### **You:**

- Positive approach and a can-do attitude
- Excellent organisational skills
- Excellent attention to detail
- Able to show interpersonal and strong communication skills
- The ability to multi-task in a fast-paced environment
- Able to work well under pressure and to strict deadlines
- Enthusiastic and highly motivated
- Previous experience in a similar position preferred

**In return for your commitment, we will support you in this new opportunity, with**

Up to 28 days holiday including bank holidays per annum

Discounted rates for you & your family

Meals on Duty