



Lisini People

PART TIME SALES & EVENTS CO-ORDINATOR

DALZIEL PARK, MOTHERWELL

WHAT ARE YOU ALL ABOUT?

You are an experienced Sales Assistant who has the ability to deliver first class service whilst ensuring the highest possible customer experience. Customer service that is second to none will be at the heart of everything you do. You will have the ability to grow sales, liaise with customers regarding event requirements and turn enquiries into firm bookings. We will reward you, invest in you and above all, provide you with an excellent work/life balanced health work environment.

INTERESTED? SO WHAT ARE WE ALL ABOUT?

Lisini Pub Co is a family owned multi faceted pub company boasting 3 hotels, award winning restaurants, stunning wedding venues, community bars and a 9 Hole Golf Course. This role will be in the Sales hub of Lisini, based in Dalziel Park Hotel, Motherwell.

WHAT YOUR ROLE WILL INVOLVE:

- Liasing with customers regarding event requirements
- Recording, collating and answering enquiries
- Ensuring bookings are followed through
- Communicating correct event details to the Conference & Banqueting, Kitchen and Management teams
- Composing clear, well written, professional correspondence with written and emailed communications.
- Developing good working relationships with existing and potential customers including site visits to promote business
- Development of promotional activity to stimulate trade and ensure competitor advantage
- Assisting the Sales and Marketing Managers with the organization of internal wedding fayres
- Sending out brochures to sales leads and customers and follow up contact with the purpose of creating sales
- Approaching prospective new customers or clients typically via telephone calls.
- Develop positive working relationships with all associates and departments throughout the entire company

ENJOY OUR COMPREHENSIVE BENEFITS PACKAGE

- Company Pension plan • 28 days paid holidays (or Part time equivalent)
- Golf Membership • Opportunities for promotion & transfer across the Group
- Discounted rates on F&B, rooms and facilities • 10 year club – rewarding long service
 - 20% discount for friends and family across the Group
 - Child care vouchers • Employee Assistance Programme