



NORTHAMPTON SAINTS RFC

## SALES CO-ORDINATOR

### JOB DESCRIPTION

**Working within**  
Sales Department

#### REMIT:

Ensuring the efficient coordination/administration of the sales department. Working at a professional level to deliver a high standard of service to customers.

#### BACKGROUND:

Northampton Saints is one of Europe's leading professional rugby clubs. It has a proud tradition as a club going back over 100 years and in the modern era of professionalism has consistently performed at the highest level winning both the key European and English Championships. The Club has also been highly successful in its off-field activities, both developing its infrastructure into one of the best dedicated rugby grounds in the country as well as being the only English Premiership Rugby Club to have been profitable for 16 years from 2000 to 2016. For more information visit: [www.northamptonsts.co.uk](http://www.northamptonsts.co.uk)

#### RESPONSIBILITIES:

- Processing, acknowledging and forwarding the necessary information and/or agreements for all sales made to clients and ensuring the necessary information is received back for deadlines to be met.
- Communication with all hospitality bookers, seasonal and adhoc Sending out all corporate match day tickets, itineraries, parking passes and all other relevant information.
- Co-ordinating all corporate hospitality activities and relevant casual staff requirements.
- Promoting and selling of hospitality, including executive boxes and other seasonal and match day packages.
- Selling and coordination of sponsor rights in relation to player sponsorship.
- Monitoring, communicating and liaising with clients, caterers, operations staff with relevant matchday information to ensure they are aware of all the corporate activities, timings and locations of all the companies involved.
- Reconciliation of figures and responsible for raising relevant sales invoicing.

#### PERSON SPECIFICATION:

- Organised
- Excellent Customer Service skills
- Relevant Administration skills
- Ability to multitask and be adaptable
- Experience of working in sporting environment is advantageous
- Experience of working in Sales environment is advantageous

**SPORTSMANSHIP - PRIDE - INNOVATIVE - RESPECT - INTEGRITY - TEAM WORK**

- High initiative and motivation levels
- Personal circumstances must allow match day and some evening working

**APPLICATION:**

Please send CV and covering letter to Nicky Browne: [nickybrowne@northamptonsaints.co.uk](mailto:nickybrowne@northamptonsaints.co.uk)

Closing date: 1<sup>st</sup> April 2019

Salary: £16-19k