

Job Title: Event Sales Administrator  
Department: Event Sales Admin  
Report to: Department Director

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## About Us

Established in 2003, Media 10 is the most awarded media and events company in the UK and have a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the company's creative flare produces well established publications and owns a series of award winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

We need a super-smart, super-organised administrator to join our busy department, supporting the event sales team and our amazing exhibitors. You will need to be approachable, composed under pressure and fairly strong-willed whilst remaining diplomatic and a fantastic listener. Things change all the time, so keeping your wits about you is essential to ensure accuracy.

## The Role

Amongst many different admin and support duties the role is to:

- Be responsible for implementing and following company procedures
- Report any concerns to the Senior Sales Administrator(s) and or the Sales Administration Manager as appropriate
- Be responsible for looking after the shows in your division from a sales support perspective. This will include processing signed contracts for exhibition stands, working on Filemaker, sending welcome packs to exhibitors, pulling lists to share with our sales, marketing, studio and operations teams.
- Manage the online floorplan for your shows by liaising directly with the sales teams and plotting sold stands. You will be required to liaise between the Show Directors and our external floorplan hosts to support the restructuring of the floorplan for upcoming shows.
- Liaising with our external operation teams for each event with regards to floorplans and exhibitor manuals.
- Be the first point of contact for exhibitor queries and complaints. Logging them correctly on Filemaker and passing on to the relevant Sales Manager and Sales Director
- Work directly with the sales teams for your shows to ensure the booking process through to the team going onsite runs smoothly and efficiently.
- Compile lists and sort data exported from Filemaker
- Maintain a strong working relationship with other internal departments including Accounts, IT, Marketing, Filemaker, Studio
- Be responsible for print and digital assets in your division – chasing for copy and liaising with clients
- Ensure all print and digital deadlines are met
- Booking hotel rooms by given deadlines for clients and internal staff as required for the show
- Travel to work onsite (occasional weekends) in the Sales Office at our shows to support the team with re-bookings
- Assist the features team with designing and organisation of show features
- Support the sponsorship team with contracts and ensure all components can be actioned
- Assist the sponsorship team in acquiring sponsors assets where necessary
- Arrange bookers orders for onsite where necessary
- Assist other departments with tasks as and when required

## What you are good at

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- Planning and organising
- Building relationships at all levels
- Reliable and loyal
- Being a support to the team
- Creative with good ideas
- Have an excellent eye for detail

### **What we will do for you**

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun