

Commercial Assistant

Job Description

JOB TITLE:	Commercial Assistant
LOCATION:	Boundary Park, Furtherwood Road OL1 2PA
REPORTS TO:	Commercial Manager
RESPONSIBLE FOR:	Assisting with the delivery of the Commercial Strategy
INTERNAL LIAISON:	Commercial Manager, Club Secretary, Ticket Office, Accounts
EXTERNAL LIAISON:	OEC, Partners, Sponsors and EFL
WORKING HOURS:	35 Hours per week plus attendance at all home fixtures
SALARY:	£15,000 - £17,000 dependant on experience

Responsible for supporting and assisting the Commercial Manager with the delivery of the Commercial Strategy. Day to day the Commercial Assistant will be the contact point for all partners, sponsors and prospective future clients. The role requires a person with great interpersonal skills and a great communicator.

The roles and responsibilities will include but not be limited to:

- Supporting the Commercial Manager with all leads and appointments.
- Provide the administration support required to complete agreements and receive the payments from partners, sponsors and commercial customers.
- Maintain a database of all club partners, sponsors and commercial customers, making regular contact to maintain relationships.
- Receive and process calls for all commercial enquiries.
- Assist with the production of promotional material and distribute to local business and possible future partners, sponsors and commercial customers.
- Manage the hospitality process for all match days including taking bookings, invoicing and providing guest information to the OEC.
- Outgoing calls to try and obtain more commercial activity from the local area.
- Contacting partners, sponsors and commercial customers after their events to gather feedback and investigate future commercial opportunities.
- Work with club designer on all commercial artwork for promotional material or customer collateral.
- Supporting ticket office in busy periods.
- Assisting with general administration tasks.

Skills & Experience Required

- A high level of customer service and interpersonal skills.
- Experience of working to tight deadlines and being able to prioritise workload.
- A good level of verbal and written communication when dealing with internal and external stakeholders.
- Excellent IT skills and a high proficiency in Word, Excel and Outlook.
- A drive and determination for driving sales.
- Ability to work under pressure, to plan and organise own workload.

How to apply

This vacancy is available immediately. To apply please provide your CV plus a covering letter including why you would be the ideal candidate for the role, your previous experience and salary expectations to:

Richard Cooper Club Secretary - Richard.Cooper@oldhamathletic.co.uk 07715 206742

Closing date for applications is Friday 10th August 2018, due to the role being vacant we may conduct interviews before the closing date. All interviews will be at the earliest available opportunity.