



Discover Newmarket has an exciting job vacancy available.

## **Sales & Marketing Co-ordinator**

Discover Newmarket is the tourism hub of the town, offering behind the scenes tours of the Thoroughbred Training and Breeding Industry. Discover Newmarket works closely with reputable industry bodies within the Horseracing Industry and the attractions in the town to promote Newmarket as a tourist destination to a National and International client base.

We are looking for an enthusiastic, highly organised, hard-working and personable individual to join as the Sales and Marketing Co-ordinator working directly for the Manager of the business.

The successful candidate will be committed to producing accurate work, meeting deadlines and will possess excellent written and verbal communication skills. They will endeavour to provide our customers and suppliers with a top-class level of service, have an eye for detail, be efficient with the use of Microsoft packages and booking systems. The role will include dealing with enquiries, taking tour bookings, co-ordinating tours, promoting and marketing tours, invoicing and data management.

### **Qualification/experience required**

- Proven administration skills with excellent attention to detail
- Experience within a demanding and challenging operation
- Experience of working within the racing industry advantageous
- Experience in a customer service environment
- Experience with invoicing and preparing quotations

### **Particular skills/knowledge required**

- Excellent written and verbal communication is essential, including exceptional telephone manner
- Competent user of MS Office packages- Word, Excel and Outlook
- Strong organisational and time management skills with the ability to multi-task, deal with a high volume of tasks and prioritise to deliver results to tight deadlines
- An understanding of horse racing and Newmarket advantageous

Full-time position, based in Newmarket with a competitive salary offered- £21,000

Monday- Friday based on a 40 hour week.

Please send your CV along with a covering letter to

[megan.pollexfen@discovernewmarket.co.uk](mailto:megan.pollexfen@discovernewmarket.co.uk) deadline for applications is 12 noon on Wednesday 20<sup>th</sup> September.