

# Essex Cricket

## JOB DESCRIPTION

### COMMERCIAL CO-ORDINATOR

- To provide administrative support for the Commercial Sales department including hospitality, conference and events bookings using events500 booking system (full training will be given).
- Responsible for ensuring all signage is completed for all hospitality, conference and events
- Responsible for matchday preparation including table plans, menu cards and place cards for matchday and non-match day events
- Responsible for everyday catering liaison, including function sheet preparation for all matchdays
- To support sponsorship delivery where required
- To process invoicing requests/payments for all department
- Assist in credit control
- Responsible for all matchday set up
- To support the Commercial Activation Manager and Conference & Events Manager on event delivery
- Responsible for obtaining feedback from clients following recent hospitality experiences
- Provide administrative support for the Commercial Manager and Commercial Activation Manager
- To provide support for when Conference and Events Manager/Commercial Activation Manager is out of the office
- To organise Commercial Sales meetings as required
- Support as required within the department
- Be confident in a customer facing capacity for all matchdays, and events as required

### **Reporting into the Commercial Activation Manager**