

Bookings Manager

45 hours per week

As well as Fitzrovia's newest neighbourhood wine bar, Carousel is home to an ever-changing line-up of international guest chef collaborations, workshops, events and all-round awesome experiences, morning, noon and night. Since launching in August 2014, we've partnered up with a wide-ranging portfolio of clients to deliver events in stylish surroundings with restaurant-quality food and creative in-house production including Instagram, Converse, Facebook, Nike, M&S, Mr Porter, NFL, The Guardian and Google.

As our new Bookings Manager, you will be responsible for converting inbound sales enquiries and delivering extraordinary events.

THE ROLE

The Bookings Manager will be the first person clients speak to when they get in touch with Carousel to book an event.

Responsibilities include:

- Working with the Head of Sales to manage and respond to inbound enquiries and organising site viewings
- Building relationships with previous, current and prospective clients
- Working to sales and company targets and contributing to the development of the sales strategy
- Liaising with the Marketing team where required to secure relevant marketing support
- Liaising with the Event Production team to ensure a smooth handover of sold events and ensure that events are planned and delivered to client's specification and budget.

ABOUT YOU

We're looking for someone with relevant industry experience, new graduates welcome, who will thrive in our fun and friendly team. You will need to be confident, organised and efficient with your time. An enthusiastic, positive, can-do attitude is essential. This role is all about being great with people, so a friendly personality and a good sense of humour are key. We need an adaptable problem solver who's happy to take ownership of a situation in order to deliver the best outcome.

Perks:

- Quarterly tickets to a guest chef experience of your choosing
- 50% off in the Carousel Wine Bar
- Friends & Family discounts
- Half day off on your Birthday
- Cost price wines
- Regular staff socials

If you're an enthusiastic people person with a positive can-do attitude, and you share our ambition to be the best in the business, we want to hear from you.