

**GOODWOOD**

**The Role**

The **Commercial Team Assistant** will be part of the **Sponsorship Sales Team** who work within the wider **Commercial Team**.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

|  |  |  |  |
| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To provide administrative support to the Sponsorship Sales Team, performing essential operational and

organisational tasks. This role is responsible for providing comprehensive administrative and research support to all functions within the Sponsorship Sales team. This role encompasses a wide range of duties and therefore a willingness to take on extra administrative tasks as and when required by colleagues and managers is essential.

**Key responsibilities**

**Main Duties:**

* To support the Sponsorship Sales Team as required, ensuring all administration is both accurate and conducted in a timely way. This will include minute taking, correspondence, filing, printing, note taking and invoicing.
* Creating and managing necessary documents, spreadsheets and presentations.
* Scheduling client appointments.
* Managing important departmental deadlines.
* Scheduling client meetings and booking hotel accommodation and travel needs.
* Assisting team members with diary management.
* Support the team with preparing, proof reading and editing of documents, emails and sponsorship pitches.
* Co-ordinating communication between various departments.
* Processing invoices, tracking receipts, inputting expenses and other basic bookkeeping tasks.
* Maintaining a good relationship with suppliers.
* Scheduling office meetings between teams, managers and departments.
* Look after the management of the office, including health and safety checks, resource fulfilling and stationary. Purchasing office supplies and maintaining office equipment.
* Organising the use and maintenance of the team’s pool cars, used for client tours.

**Hosting**

* Co-ordination of new business hosting at each event.
* Organise the operational side of hosting
	+ Booking the venue
	+ Securing necessary passes for the team
	+ Liaising with the catering team about F & B
* Manage all email correspondence with guests about their visit.
* Booking and distributing of tickets to guests.
* Support the team on event with hosting of the guests.

**Meetings**

* To co-ordinate the Sponsorship Sales Team weekly meeting, ensuring location, agenda and minutes are all organised.
* Book Sponsorship Sales Team client meetings at Goodwood, to include venue, transport and any F & B needed.
* To attend internal event meetings on behalf of the Sponsorship Sales Team, where required and distribute the action points accordingly

**Qualities you will possess**

* Strong communicator
* Impeccable attention to detail
* Ability to prioritise and organise
* Proactive
* Positive and friendly attitude
* Passion for what you do
* Take responsibility for yourself

**What do you need to be successful?**

* Experience of using Microsoft Office and compiling information from a range of sources is essential.
* Numerate with meticulous attention to detail
* Administrative experience
* Effective research skills.