

WE ARE SEEKING TO FILL TWO NEW ROLES: 1: EXECUTIVE RELATIONSHIP MANAGER & 2: SALES AND MARKETING EXECUTIVE.

Owen James is primarily an events company with a focus on financial services i.e. we spend a lot of time in the City. Our events may be conferences, networking events, or roundtable strategic discussions. A high level of industry knowledge is not necessary for the roles we seek, however we will expect candidates to demonstrate an appetite to understand the key issues and trends for this important sector of the UK economy. Indeed our company credo is that we “enable financial services to do better business by running relevant events underpinned by substantial research” - “better” in all senses of the word.

We are based in Godalming in quirky offices (the windows open and are south facing). We do have parking and we are right next to the railway station.

We are currently experiencing a growth spurt and need two more bright, energetic and ambitious people to support us as we juggle all the new stuff.

Role 1:

The overarching role of the **executive relationship manager** is:

1. To nurture a specific community and ensure we have full knowledge of the movers and shakers within these organisations; to keep up to date with the people in these firms; and to understand their issues.
2. To identify the right people - at “C” suite level - to invite to the relevant events and handle the invitation process.
3. To view all relationships in the context of business development i.e. we work as a team to identify new business opportunities. World domination is the end goal!
4. In terms of KPIs, these will be based on the successful delivery of the required audience; the capturing of knowledge to feed the Owen James engine; and the ability to think big picture and support the ambitious growth plans of the company.

Role 2:

The overarching role of the **sales and marketing executive** is to support the managing director in bringing in the new business!

1. You will be on the phone, talking to senior individuals from companies who know us well looking to book meetings for the managing director to attend and seal the deal!
2. You will be in charge of ensuring that the data is kept up to date and that the most relevant people are being contacted about our events.
3. Using tools such as LinkedIn and Twitter you will seek to identify new companies and individuals who might be interested in hearing about what we do.

4. You will be a marketing guru and in charge of coming up with and executing a communications strategy to ensure you are attracting the attention of all prospective clients. We send our emails from Mailchimp and Outlook – full training would be provided!

Further context:

Owen James has a sophisticated customer relationship management system so it is easy to track people! We also have a state of the art website which is worked hard as a tool to generate incoming business.

We are also seeking to shift the current sponsorship model to a membership model and both roles will be involved in this transition.

Back up on all fronts is provided by an events delivery team; content management i.e. research and conference production; and specialist digital marketing.

The dress code is informal. We obviously get suited and booted for the events but in an elegant way rather than a uniform way.

What sort of people?

The roles demand a polished, relaxed and confident telephone manner. You are not selling office equipment and you are rarely talking to people who don't know us – so it is by no means cold calling. You do however have to be systematic and methodical.

We seek someone comfortable dealing with senior men and women; able to be an Owen James ambassador out and about in the market place, handling their own meetings, as well as on the telephone.

As in all things Owen James, there is substantial scope for both roles to devise their own strategy to achieve the delivery of clearly defined targets – the roles require self-starters. However they also need you to be team players – happy to collaborate with all parts of the business, people who will roll up their sleeves and support whenever necessary.

Ambitious – if you are looking to “coast”, then Owen James is not for you. We want people who are keen to go places; who want to wake up in the morning feeling excited at the working day rather than planning their evening entertainment. Obviously you can do that as well but hopefully you get our drift.

And key to everything is an upbeat and enthusiastic personality, warm and welcoming. We want our customers to feel pleased to be involved with Owen James.

The executive relationship manager will report to the Channel Events Manager; the sales and marketing executive will report to the Managing Director.

Owen James is a company which encourages people to demonstrate their own initiative. Rarely do we say no!

Skills:

A high level of computer literacy is expected. Everyone has their own laptop. We expect you to be comfortable with all Microsoft products – particularly word and excel; able to figure out the CRM; and a vague idea of the workings of the content management system. We even have an event app. Technology is us! Don't worry we will be very supportive.

You need to be comfortable with hard work! However we do like to “reward” ourselves accordingly with some celebratory drinks after the events and perhaps a trip to the pub on Friday lunchtime!

Salary: Both roles will attract a starting salary of between £20,000 - £23,000 depending upon your experience. We review salaries regularly and readily reward where appropriate.

Holidays: 20 days and then one additional day for every year completed up to a maximum of 25. We also take off the period between Christmas and New Year.

HOW TO APPLY:

Please apply to Evie Owen. You can either call me on 01483 861334 or email me at evieowen@owenjamesgroup.com. We would love to hear from you.