

bijou

Bijou Wedding Venues
Role title: Marketing and Sales Executive
Start date: ASAP. Full time (5 days a week between Monday-Sunday)
Report to: Head of Marketing and Head of Ops

A new and exciting position at Bijou Wedding Venues working across sales and marketing. There will be plenty of opportunity to grow and develop in this role and become a key part of the team. We are looking for a really positive, driven and energetic person with a good head on their shoulders and an interest in weddings. Previous experience in a similar role is preferred, or perhaps you're ready to progress from a junior level.

UK Driving license required. On occasion you will need to drive between our venues. Company cars are available, but you will need your own car for commuting from home.

Responsibilities will include;

Sales and admin

- Support the planning team with general phone calls/enquiries
- Manage photoshoot, filming, party, and conference enquiries
- Support the venue managers with sales visit follow-ups
- Arrange and carry out in-person sales visits at our venues, either during the week or on our open days at the weekend when a wedding isn't taking place.
- Host online virtual tours
- Sales report feedback

Website and eMarketing

- Update content and images when needed
- Write new articles to support SEO
- Bijou Partners: Website maintenance > update profiles and select new partners
- Support the marketing exec with our newsletters using our email marketing software, and customer comms automated system emails

Online listings and magazine advertising

- Ensure all listing websites are up to date with offers/late availability/images
- Magazines: Work off a schedule to submit artwork on time and hit print deadlines.
- Renewals

Social Media

- Support the marketing exec across all social media accounts - Instagram, Facebook, and Pinterest.

PR

- Seek and secure editorial in key wedding titles both in print and online.

The Harper hotel

- You may be required to assist with the launch of The Harper Hotel (North Norfolk)- duties may include;
- Social Media
- Customer Service/responding to general enquiries
- Assisting at press events
- Other ad hoc tasks

Please send your cover letter and CV to careers@bijouweddings.co.uk

We look forward to hearing from you.