



JANUARY 2018

NEW VACANCY

TRUMAN MARKETS: ACCOUNT MANAGER

The Old Truman Brewery's Markets department is looking to recruit a new member to our team. The successful candidate will help facilitate the running of our vibrant and eclectic weekend venues.

Weekday duties include:

- Developing strong relationships and acting as first point of contact for our stall holders
- Fielding all enquiries pertaining to their trading
- Processing payments and invoicing our clients
- Actively developing more efficient clerical processes and procedures

Weekend duties include:

- Assisting stall holders with set-up in the morning
- Liaising with traders throughout the day should they encounter any problems
- Co-operating with on-day staff to maintain venues
- Taking and processing payments
- Observing and contributing ideas to the development of our markets

Applicant is required to have:

- Excellent telephone manner + communication skills
- Assertive, confident, courteous and a personable character is vital
- Proficient computer skills including knowledge of Microsoft Office – Outlook, Excel and Word
- Ability to take on instructions quickly and efficiently
- Capacity to work both independently and proactively

This role is full-time (min 45 hours): consisting of 3/4 weekdays + Saturday and/or Sunday with a 3 month trial period.

If you're interested please email a cover letter and CV to jordon@trumanbrewery.com or hand into the events office located in Ely's Yard.