



SUMMER 2018

NEW VACANCY

TRUMAN MARKETS: ACCOUNT MANAGER

The Old Truman Brewery is looking to recruit a new member to our market's team. The successful candidate will help facilitate the running of our vibrant and eclectic weekend venues as well as developing and nurturing relationships with existing clients.

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

Experience:

- This is an entry level position

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): Monday to Friday (Sat and/or Sun a minimum of once a month with days off during the week in lieu) with a 3 month trial period.

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