



SUMMER 2023

# NEW VACANCY

## TRUMAN MARKETS: ACCOUNT MANAGER

The Truman Brewery's Markets team is looking to recruit a new member of staff who will help facilitate the running of our vibrant and eclectic venues.

### Weekday duties include:

- Developing strong relationships and acting as first point of contact for our clients
- Fielding all enquiries pertaining to their trading via email, telephone or in person
- Processing payments and invoicing for 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
- Contributing to Truman Markets' various social platforms

### Experience:

- This is an entry level position

### 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](mailto:ray@trumanbrewery.com) or hand into the events office located in Ely's Yard