



Seeking a highly motivated sales professional to join our event hire team as
Furniture Hire Sales Manager

About us:

Event Furniture by Tarren is a successful event furniture hire business located in Cheltenham, Gloucestershire. We have a vast collection of bespoke furniture, accessories and decorations, compiled throughout our 20 years in the events industry. Our expert in-house team have handcrafted many of the pieces in our rustic collection and available to hire for indoor and outdoor events, weddings, celebrations and parties throughout the year.

What we do:

We offer a wide range of events solutions:

- Event Furniture Hire
- Full Events & Festival management and production
- White label production support into event, media and creative agencies
- Design & build services for experiential and brand activation events

Put simply, we use our vast industry knowledge and our team's expertise to create the best event solutions for our clients. We boast an exciting portfolio of prestigious clients in Cheltenham and beyond, plus our own in-house promoted events.

What do we want?

We are looking for a passionate, hard-working sales professional to work as a Furniture Hire Sales Manager and make this new role their own and help take the furniture hire business to the next stage. With your ability to plan, organise and prioritise workloads, you will ensure the timely fulfilment of furniture hire orders from initial enquiry through to delivery and collection. Above all you will be able to demonstrate an outstanding approach to customer service through your excellent communication and listening skills.

About the role:

You will be working as part of the team at our HQ in Cheltenham, Gloucestershire. Located in the village of Bentham, our facilities include: offices, meeting rooms, workshop, outdoor working spaces, and an old orchard and paddock for that lunchtime walk or thinking space.

Duties will include, but are not exclusive to:

- Responding to initial furniture hire enquiries via phone & email
- Managing sales quotations and lead follow up
- Processing sales orders through to invoicing and sending payment reminders

- Coordinating and supporting delivery, working closely with our workshop.
- Maintaining an accurate furniture inventory list for hire including booking out and booking in.
- Develop a booking-in system (checklist) which highlights repair/maintenance requirements.
- Seeking opportunities for 'Tarren Furniture Hire' to become preferred furniture suppliers (e.g Wedding Fairs and Photoshoots with venues)
- Identifying new platforms and ways to showcase our furniture hire service.
- Looking for opportunities for Tarren Production Ltd to work alongside production work alongside furniture hire (always aiming to up-sell services).

About you:

Ideally you will have a minimum of 1 years sales experience within the hire industry.

- A good all rounder with excellent oral and written communication
- Understand the sales process from quoting to invoicing
- Excellent attention to detail
- Work on your own initiative to develop new business
- Take on ownership of tasks
- Good time management skills
- Driving license and experience driving a van
- Be prepared to help out in all areas of the business where needed
- Come to work with a positive attitude and friendly outlook

The Important bit:

Location: Based in our office in Cheltenham, Gloucestershire. (also on location at events where necessary, and will involve some evening and weekend hours, especially around our Winter events).

Contract: Full time, 40 hours / week. (6 month initial probationary period).

Dates: Applications to be received by 5pm on Friday 17th June
Interviews between 24th - 30th June

Start Date - (Flexible for the right candidate).

Salary: £28,000 + target based bonus. (dependant on experience).

CPD: Opportunities for personal development

Please send CV, a covering letter detailing why you think you are suitable for this role and two references** by email to jobs@tarrenproduction.co.uk

Please put your name and "Furniture Hire Sales Manager Role" in the subject field

www.tarrenproduction.co.uk 01242 806778

** all references will be taken at interview stage, please notify us if any are sensitive.