

21CC Group Ltd

Job Role: Business Development & Client Relationships Manager

Who We Are

We are a comprehensive Event & Technical Production Business providing expertise in events, event production and event design. We also provide a range of specialist services including firework displays, pyrotechnics, lasers, sound and lighting. Our work is interesting and the workload is extremely varied.

21CC Group Ltd incorporates six supply chain businesses; 21CC Events, 21CC Productions, 21CC Fireworks, 21CC Pyrotechnics and 21CC Hire & Sales, along with our new acquisition business Funktioncreep Ltd.

More information about 21CC Group, our staff and how we operate as a business can be found online at www.21ccgroup.com.



Outline Job Description

The role sits within our parent company 21CC Group and will report to the director of the group. The role involves working closely with all of the 21CC group teams listed above.

You will be responsible for:

- Identifying new business opportunities, including new markets, new clients, new venues, new partnerships and/or new products & services.
- Creating strategies to successfully reach new business opportunities.
- Building relationships with new clients, gauging their needs and developing proposals to address these needs.
- Maintaining and developing relationships with current clients.
- Pitching sales and products to new and existing clients.
- Attending conferences and events to build relationships.
- Creating sales forecasts and actively working towards reaching them.
- Possessing a strong understanding of 21CC products,
- Collaborating with the whole team within 21CC.
- Seeking out the appropriate contact within a business or organisation.
- Generate leads and calling prospective clients/customers.
- Maintain a client contact list, meet with customers/clients regularly face-to-face or at the telephone to foster and develop strong and lasting relationships.
- Work towards achieving and exceed agreed new business targets.

As part of your role, you will also:

- Have the ability to sell ideas, products and services.
- Input into planning of company projects.
- Support the work of the company across its range of services and responsibilities, as required.
- Have excellent time management skills and the ability to multitask.
- Possess a strategic and creative mind.
- Excellent customer service skills.

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- Have solid IT skills and knowledge of necessary software applications including Microsoft Word, Excel, PowerPoint and other statistical analysis software.
- Be self-motivated and initiative taking.

Core Job Information / Benefits:

- This is a permanent job role within 21CC Group.
- The role is based on 40 hours per week.
- Typical working hours: Flexible to suit business and personal needs. Weekend and evening work is required as part of the role to maintain relationships with clients during their events.
- Normally your main place of work will be from our HQ office at Old Deans Road, Bathgate.
- Salary: TBC depending on qualifications and experience.
- Holidays: 23 days plus statutory days (5 allocated by the business).
- Bonus: Subject to performance paid half-yearly.
- Pension: You will be added to the company pension on completion of probation period.

Other Notes:

- Weekend and evening event work may be required as part of this role from time to time.
- Additional working may be required depending upon workload and seasonal pressures.
- Holidays may be restricted during peak season to meet business demands
- Training will be provided given as necessary.
- A full UK driving license is an essential requirement.

Experience & Skills:

- Proven sales ability.
- Solid self-starter and able to work autonomously
- Great attention to detail.
- Information gathering and processing.
- Keen to learn new skills and technical knowledge to be able to promote company products and services.
- Managing a varied workload, often to tight deadlines.

Additional Notes:

- Due to the location of our office and nature of the role which will mean meeting clients and venues, you will require your own transport.
- Holidays may be restricted during peak season.

How to apply:

To apply for this position within 21CC Group, please send your up-to-date CV with a covering letter to jobs@21ccgroup.com, with Relationship Manager and your name in the title. In your covering letter please outline your key experiences that make you the right candidate for this role.