



JOB SPECIFICATION

SALES AND ONLINE ASSISTANT

Hit The Theatre is a fast-moving, entrepreneurial business based in Shoreditch, London. Primarily based online, we sell discounted West End theatre tickets.

We are seeking a hardworking and sociable person to join our team in a customer services and sales role. You will handle incoming sales calls from existing and prospective clients. As well as this, you will be expected to contribute to other exciting aspects of the business, e.g. reporting, content writing, and other general tasks all aiding the overall performance of the business. We will also provide you with training in the ecommerce sector.

Main Tasks

- Handle incoming sales calls
- Help to foster and develop partnerships
- Write articles related to both theatre and London
- Daily sales reporting

What skills should I have?

- Good PC skills, including working knowledge of Word and Excel
- Ability to learn about the product (theatre) and to confidently help customers with their requirements
- Previous experience in a sales position would be valuable
- Good professional telephone manner
- Able to work unassisted whilst also as a team player
- Working knowledge of ecommerce and online buying would be useful

What will you get out of it?

- You will be paid £6 an hour plus lucrative commission structure
- Regular free theatre tickets
- Valuable experience and commercial insight into the workings of an entrepreneurial ecommerce business

If you are an eager, enthusiastic and proactive person then this job will be perfect for you and you should apply now.

This is an exciting opportunity to be part of a small team in a relaxed office environment in Shoreditch for someone that is passionate about sales and is looking to develop a variety of skills.

To apply, please send your C.V. and a letter of application to careers@hitthetheatre.co.uk. For other opportunities see www.hitthetheatre.co.uk/careers.