



JOB DESCRIPTION - Sales & Marketing Executive

Location:	Flexible - The Wheelhouse Oxford, Coventry or Stoke-on-Trent - your choice
Start Date:	ASAP
Base Salary:	£23-26K dependent on experience
Other Benefits:	23 Days Holiday plus public holidays Pension match contribution
Reporting to:	The Wheelhouse Managing Director
Term:	Full-time. Or Flexible hours possible.

The Wheelhouse creates local friendly coworking spaces around the UK where small businesses, entrepreneurs and charities can flourish. We have 12 locations around the UK with more in the pipeline.

You will be supporting the sales and marketing of The Wheelhouse to help fill our lovely venues with members. You will be part of the Wheelhouse management team with scope to develop and grow, and input your ideas.

If you are looking for a job where you can make a difference, have responsibility from day 1, get coaching and guidance from an experienced management team and be in an environment that is friendly, in the entrepreneur and start-up world - then please consider applying.

Please refer to our website www.thewheelhouses.com and social media @ukthewheelhouse for more about our values, coworking spaces and to get a feel for who we are as an organisation.

Key Responsibilities

1. First point of contact for The Wheelhouse venues - answering enquiries, setting up trials, following up with queries, setting up new members for a fantastic first day. Including email, phone answering, chatbot, CRM management.
2. Lead social media marketing for The Wheelhouse - build plans to drive awareness and leads for The Wheelhouse and its specific venues.
3. Help organise community events such as community lunches, breakfasts, talks to add value to The Wheelhouse community.

Personal Profile

- Friendly, welcoming and engaging personality.
- Excellent verbal & written communication skills.
- Super organized.
- Share the values of The Wheelhouse to build the local community.
- Ideally with previous experience in marketing and sales.

To apply

Please send a CV and cover letter as to why you'd like the job to hello@thewheelhouses.com by May 12th 2022.