

Corporate and Agency Sales Account Manager (Fixed Term)

Liverpool Experience Campus operates the city's waterfront event campus – the interconnected M&S Bank Arena, Liverpool Experience Campus and Exhibition Centre Liverpool - as well as ticketing agency Ticket Quarter and the Pullman Liverpool Hotel. Playing a leading role in shining a spotlight on Liverpool, we have successfully staged a wide array of national and international events, from shows and conventions, business gatherings to exhibitions, developing our offer over the last decade to that of a world-class provider of venue and event services.

We are currently looking for a driven and ambitious **Corporate and Agency Sales Account Manager** to join our team on a maternity cover basis and play a key role in building strong client relationships and driving business growth.

Company Benefits

We are an award-winning, world-class venue where our people are at the heart of everything that we do. Recognition and reward are of huge importance to us at Liverpool Experience Campus, and just some of the benefits staff can enjoy including:

- An enhanced holiday scheme which increases with length of service.
- An excellent pension scheme is available.
- Access to a premium health care policy, which includes an employee assistant line, contributions towards a wide range of medical costs, such as dental and optical and staff discounts.
- Enhanced maternity, paternity and adoption leave schemes.
- An excellent occupational sick pay scheme.
- Free onsite parking right in the heart of the city centre.
- Employee Reward Platform.
- A dedicated wellbeing strategy to support staff when at work.
- 25 Qualified Mental Health First Aiders on site.

Liverpool Experience Campus is a place where you can truly make a difference. Some of the wonderful things Liverpool Experience Campus have achieved / continue to work towards:

- Disability Confident Employer
- Sunflower Friendly Business
- Member of the Fair Employment Charter
- Real Living Wage employer
- Social value impact plan - last year we contributed over £6.4m
- Green Meeting's Gold Standard
- Sustainability Strategy
- Positively influencing biodiversity – in the grounds of our campus, we have 3 beehives
- Carbon Neutral Campus
- Accessibility Strategy
- AccessAble Guide

About the Role

As Sales Account Manager, you'll play a key role in showcasing Liverpool as a world-class destination for conferences, meetings and events. Joining the Conference Sales Team at Liverpool Experience Campus, you will build strong relationships across the agency and corporate markets, helping to attract a diverse range of conferences, meetings and banquets to the city.

This is an exciting opportunity for someone who is passionate about Liverpool, thrives on creating exceptional client experiences and enjoys working in a fast-paced, commercially driven environment. From developing new business opportunities and promoting the venue to managing enquiries and supporting event delivery from initial enquiry through to confirmation, you will play an important part in driving the continued success and reputation of Liverpool Experience Campus.

The ideal candidate will have experience of:

- Working within a sales environment, ideally within the conference, events, hospitality or venue industry.
- Managing client account relationships.
- Communicating and negotiating effectively with customers.
- Producing proposals and reports accurately.
- Using Momentous diary management system.
- Delivering excellent customer service within a fast-paced environment.
- Working independently as well as collaboratively within a team.
- Insight and understanding of event delivery or event operations (desirable)

Main duties of this role include:

- Managing conference, meeting and banquet enquiries from initial contact through to contracting.
- Preparing proposals, quotations and costings for prospective clients .
- Conducting client site visits and venue tours.
- Researching and contacting prospective business leads.
- Presenting Liverpool Experience Campus to prospective clients.
- Supporting the Corporate Sales Team with administrative duties.
- Building and maintaining strong client relationships.
- Networking within the local and regional business community and also nationally at industry meetings.
- Presenting Liverpool Experience Campus to prospective clients.
- Maintaining accurate sales records and producing reports.
- Entertaining prospective clients and organising events to showcase the venue and destination.
- Attending client meetings, exhibitions and industry events across the UK as required.

We highly value the behaviours, attitudes and skills which will help you to develop and excel in this role. In this case, we're looking for someone who:

- Is proactive and self-motivated.
- Demonstrates excellent communication and interpersonal skills.
- Has strong organisational and time management abilities.
- Can problem solve effectively and work under pressure.
- Builds positive working relationships with clients and colleagues.
- Is confident representing Liverpool Experience Campus within the business community.
- Delivers a consistently high standard of customer service.
- Shows flexibility and a willingness to learn and develop within the role.

In addition to the above, the candidate will need to be enthusiastic, like minded and complement our experienced and talented team. If you have drive, passion, ambition and wish to play a part in Liverpool Experience Campus's continuing success story this could be just the job for you.

If you are a hardworking and committed professional ready to contribute to our continued success, we'd love to hear from you.

Join us at Liverpool Experience Campus and be part of something extraordinary.

Please note, we may close this vacancy before the stated closing date if we receive sufficient applications for the position. Therefore, if you are interested in this position, please submit your application form as soon as possible.

Closing Date: Friday 29 May 2026

Interview Date: 1st round 7/ 8 June / 2nd round 17th &18th June 2026

For further information, assistance, or to obtain information, please contact the People Team via email recruitment@lexliverpool.com

Equality, Diversity & Inclusion

Liverpool Experience Campus know the value of having a diverse and representative team across our organisation. We promote equal opportunities and are committed to having an inclusive work force where everybody feels respected, are treated fairly and diversity is celebrated. As such we strongly encourage and welcome applications from suitably qualified candidates from all members of the community regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion, belief or sexual orientation.