



Position:	Racing Sales Executive (South)
Reporting to:	Sales and Commercial Manager (South)
Responsible for:	Sales of racing commercial assets across the southern region
Contract type:	Permanent – Full time
Hours of work:	40 hours per week, 5 out of 7 days (occasional weekends)

About the role

At ARC, we are all about creating unforgettable experiences for our visitors. We value diversity, celebrate our people, and offer perks including: free annual passes to all 21 venues, discounted food and days out, cycle-to-work and study assistance schemes, company life assurance, discretionary bonuses, and plenty of opportunities to develop and grow your career.

We are looking for a Sales Executive to join our regional commercial team based at Lingfield Park. You'll help drive sales across the South of England and Wales, converting enquiries, upselling, managing accounts, and building strong client relationships. This role also involves occasional sales to new clients and some travel between venues.

Key responsibilities for the role will include

- Respond quickly and professionally to enquiries.
- Upsell and cross-sell to maximise revenue.
- Match client needs to the perfect experience.
- Prepare contracts and manage bookings within pricing guidelines.
- Work closely with the senior team to help drive sales and commercial growth.
- Hand over bookings to our delivery teams smoothly, maintaining clear communication.

Essential Skills & Experience:

- Experience in sales or customer service.
- Comfortable working in an office and proficient with Microsoft Office (Outlook).
- GCSEs or equivalent in Maths and English.
- Energetic, personable, and ready to help.



Other

To comply with all Health and Safety procedures associated with the department at all times.

This relates to:

- Standards and procedures of correct working practices
- The completion of risk assessments
- COSHH regulations
- Use of Personal Protective Equipment

To control wastage and operate according to the Companies environment policy with regard to:

- product control and waste minimisation
- proper care and maintenance of equipment to prolong its life
- using towels in appropriate quantity to minimise unnecessary laundering
- proper separation and disposal of cardboard, paper and glass in recycling bins
- minimising energy wastage by switching off unused lights, heating, PCs and equipment

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the Company in the most professional, courteous and efficient manner possible.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.