

Junior Sales / Exhibition / Sponsorship Executive

Location: Windsor (office-based minimum 4 days per week)

About the Role

We are seeking a Junior Sales / Exhibition and Sponsorship Executive to support trade stand sales across the H Power International events portfolio; principally London International Horse Show & Royal Windsor Horse Show and to contribute to commercial sales activity for TalkHorse, our newly launched podcast. The position will also support the Sponsorship team in the delivery of sponsorship contracts for the events. This is an excellent opportunity for someone looking to build a career in events, sales and sponsorship. Sales experience is preferred but not essential, as full training will be provided. Equestrian knowledge not essential.

Key Responsibilities

- Support lead generation, outreach and follow-up with prospective exhibitors.
- Assist with proposals, contracts and CRM updates.
- Manage day-to-day exhibitor and sponsorship enquiries.
- Coordinate exhibitor information across internal teams.
- Provide onsite support during events.
- Contribute to sales campaigns and research.
- Support the sales pipeline for TalkHorse by identifying potential advertisers, sponsors and commercial partners.
- Assist with outreach to potential podcast sponsors and manage enquiry responses.
- Assist the sponsorship team in the delivery of the sponsorship contracts across the events.

What We're Looking For

- Confident communicator with excellent telephone manner.
- Customer-focused and highly organised.
- Strong attention to detail; ability to multitask.
- Positive, proactive attitude.
- Competent with Microsoft Office; CRM experience is a bonus.
- Ability to work in the Windsor office at least 4 days a week.

Role Purpose

To support delivery of trade stand sales, commercial podcast sales and requirements of contracted sponsors, ensuring all customers receive an excellent experience. Reporting to Exhibition Manager / Sponsorship Manager.

Skills & Competencies

Experience in sales, events or customer-facing roles (advantageous).

- Experience of using In-Design or Canva (advantageous)
- Excellent communication skills.
- Strong organisational ability.
- Proactive and enthusiastic work style.
- Customer-focused problem-solver.