

## Sales Coordinator

- Use your superior organizational and customer service skills in a firm that delivers quality research & consulting
- Be part of an ambitious boutique firm where your input matters
- Outstanding opportunity for growth

The Sales Co-ordinator role will require daily administrative assistance to the outside sales team as well as account management to existing clients. Though this role is primarily office based you may be required to occasionally travel with the sales team to meet with established clients.

### THE CULTURE YOU WILL JOIN IS:

- Entrepreneurial, exciting and fast paced
- Community-oriented
- Highly ambitious
- Flat-structured (everyone gets to have input into the decision making process)
- Fast growing (providing opportunities for future growth)

### ESSENTIAL QUALITIES SOUGHT:

- Have a passion to help others
- Have excellent communication skills, both verbal and written
- Have relationship development prowess
- Have exceptional attention to detail
- Have intermediate to advanced knowledge of Microsoft Office
- Have a sound interpersonal and teamwork skills
- Have the ability to multitask
- Have a self motivated urgency in your approach to work

### PRINCIPAL RESPONSIBILITIES:

Assist the outside sales team and clients by:

- Preparing schedules and arranging meetings with clients for sales team
- Preparing written proposals for client projects
- Maintaining client relations and customer satisfaction as first point of contact
- Billing and monitoring accounts
- Required administrative tasks such as record keeping, phone & email communication, filing and database management
- Assisting in the sales process where required
- Feeding insights from clients back into the strategic and tactical planning of the 10 THOUSAND FEET & 10 THOUSAND TREES businesses to adapt products and promotions to drive sales.
- Occasionally attending networking functions, expos and trade shows

### BACKGROUND REQUIREMENTS:

- Experience in account management or customer service role
- Proven ability to organize and meet deadlines
- Proven attention to detail
- Ability to work autonomously or as part of a team
- Tertiary qualified

### ADDITIONAL QUALITIES HIGHLY REGARDED:

- Experience selling “services” or account managing for a sales team
- Sound comprehension of market intelligence/market research and marketing principals
- Sound comprehension of the workings of franchisors and franchise networks
- Familiar with monitoring a sales pipeline and/or CRM software
- Experience drafting and creating sales proposals
- Experience with Adobe suite of programs
- Accounts receivable experience

### REMUNERATION

A competitive package is available depending on experience and performance levels.

### APPLY

To submit your application, please send your expression of interest and your CV to

**iank@10thousandfeet.com**

Alternatively, for a confidential discussion, please call **Ian Krawitz** on **02 8080 7544**.