

SALES CO-ORDINATOR CROWN TOWERS, MELBOURNE



JOBS @ STAGING CONNECTIONS

Staging Connections, Asia Pacific's premier and largest event staging services provider is currently looking for a customer focused and organised individual to join our Melbourne sales team in the role of Sales Co-ordinator. Based at our Crown Towers office you will assist with all aspects of the day-to-day sales activities.

KEY RESPONSIBILITIES

- Client liaison;
- Attending client / production and weekly sales meetings;
- Maintaining and monitoring systems and ensuring that accurate records are kept;
- Administering weekly billing;
- Providing revenue and commission reports to the Venue,
- Maintaining effective communication with our Accounts Department, other Melbourne venues and interstate offices;
- Managing the sales administration including PO creation, phone support, and attending to general sales inquiries;
- Maintaining and updating the supplier resource library; and
- General administrative duties, i.e. compiling and faxing written communication, filing, photocopying.

ESSENTIAL CRITERIA TO BE SUCCESSFUL IN THIS POSITION

- Excellent communication skills;
- First class customer service skills;
- Be able to work methodically with minimum supervision;
- Possess strong attention to detail;
- Ability to work after hours (when necessary) and attend industry events; and
- Good working knowledge of MS Office;

If you are interested in applying for this role please send your application with current resume to Joanne Parkinson, on jparkinson@stagingconnections.com

Applications close 19 February 2012.