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Business Development Coordinator

Sick and tired of calling people who don't want to speak with you! Do people tease you about your overzealous attention to detail? Come work with us and support our business development team!

Highlights:

- Fast-growing company that manufactures engineered-to-order wood ceilings
- Unprecedented level of sales administration training and support provided
- No cold calling or prospecting; no night or weekend work
- Work in an environment that has a financial "open book" policy and consensus based decision making.

Stop banging your head against the wall calling people who don't want to be called — and who let you know in no uncertain terms not to call again!

Here's your chance to apply your communications and office skills and join a fast-growing company that manufactures engineered-to-order wood ceilings.

A role like no other

Your role will be to manage a portfolio of sales and marketing opportunities. You won't be responsible for direct selling — that's the job of the Business Development Team — rather you'll be contacting the company executives we work with all around North America to coordinate the various activities and ensure sales opportunities are effectively managed.

Your smarts will enable you to keep track of the status of a large number of sales opportunities. Your sassy nature will enable you to influence people who are often older and higher-ranked than you are. And your organizational skills will ensure that the critical data in our systems is maintained in pristine condition.

In any given day you will:

- Schedule and manage the calendars of the Field Sales team (set sales appointments, confirm meetings, etc.), with a view to filling their available appointment times.
- Manage the CRM database (adding and updating new contacts, recording notes, creating and updating opportunities, exporting marketing lists, etc.).
- Organize "field trips" for the salespeople, including appointment scheduling, travel planning, and logistics.
- Compile sales and marketing reports for management.

Based in Springfield, you'll enjoy being part of a highly supportive team in a busy and dynamic office. To help you succeed in this role you'll receive comprehensive training and ongoing coaching from day one. You'll learn sales and marketing principles. You'll become highly proficient in CRM database management and you'll gain prized skills in calendar management and sales coordination.

What you need:

By nature, you'll like talking to people and have an outgoing and friendly personality. You'll also possess exceptional communication skills, a love of the telephone as well as the attention-to-detail required to coordinate projects and people.

To be considered for this position you will need:

- The ability to communicate with people at all levels.
- To be articulate and enthusiastic about what we do.
- Proficient computer and general administrative skills (database and calendar management skills are an advantage).
- The ability to have a laugh and work as part of a team.
- An understanding of sales and marketing concepts (previous exposure to a sales environment would be ideal).
- Previous experience managing a CRM database is very helpful.

Are you up for the challenge?

If you'd like to investigate a career with us, please send:

- 1) Your resume
- 2) A cover letter that highlights what makes you right for this position. (We are looking to see how your experience matches up with what we described above.)

Send these items to mark.adamski@ballistix.com.

We look forward to hearing from you soon!