

Sales Coordinator

Singtel Group • Melbourne VIC 3004



Base pay
\$0 - \$0



Work type
Full time



Contract type
Not provided

Job details



Date posted
28 Jul 2022



Expired On
25 Aug 2022



Category
Sales



Occupation
Sales Coordinators



Base pay
\$0 - \$0



Work type
Full time



Job mode
Permanent

Full job description

Reporting to the State Director of Optus Business, and based in our Melbourne office, the primary purpose of the Sales Coordinator role is to provide key administrative support and coordination.

You will play a pivotal role within the team as your focus will be to provide efficient and effective support for the State Director and internal sales teams which will include internal & external reporting, trouble shooting to resolve issues and ensuring all initiatives are captured and managed through to completion in a timely manner.

You will be highly motivated and energetic with a sense of urgency and personal responsibility for achieving targets; resilient, and stakeholder & customer focused.

Partnering with various groups within Optus Business you will drive a unified approach within the internal state sales team and key external SMB stakeholders, reporting and escalation path to drive alignment with Optus strategy and key partners and internal teams, Co-ordinate, partner/ stakeholder meetings/ quarterly plans and ensure execution and actions are followed up in agreed timeframes.

This exciting role will provide you with exposure across the Optus Sales business, you will join a Supportive & team-oriented culture, here at Optus we encouraged career development & progression pathways.

Responsibilities & Experience:

- Weekly and monthly sales reporting
- Weekly and monthly campaign reporting
- Build reporting packs (PowerPoint)
- Co-ordinate sales team activities and events
- Team meeting actions and drive team to completion
- Organising local events / booking of rooms – ensuring technology etc

works for large events

- An understanding of how to use Salesforce and create reports and use them to drive a result
- Experience using the Microsoft Office suite
- Experience with Jarvis
- All Adhoc duties
- Manage key internal escalations
- Onboarding of key internal staff from systems and processes. In addition, off boarding to ensure compliance.

You will have an eye for detail and be able to identify areas of improvements and work with internal teams to drive positive outcomes, whilst you develop and nurture relationships & network with various internal teams to support in escalations and problem solving.

Perks at Optus:

Optus is a place where we let you do you. Whether you'll be working in our corporate offices or in a retail store, we're a highly collaborative workplace, and offer a range of perks such as:

- Discounts on products and services.
- Ongoing training, mentoring and development opportunities.
- Up to five days of Volunteer Leave per year.
- Blended Ways of Working

Sounding like an opportunity you'd say 'Yes!' to?

Hit Apply to submit your application for the role, including a copy of your current resume. Due to the fast-paced nature of our business, applications will be short-listed on a rolling basis – so please submit your application as soon possible.

Curious about our culture? Go behind the scenes with our people by searching **#OptusLife** on LinkedIn