



Business Coordinator

Overview

A leading retailer in the furniture and soft furnishings industry that offers products and services of the highest standard and quality.

Position Overview

Position Status: Permanent/Full time

Reporting Relationships: Reports to the Managing Director

Expected hours of work: Standard hours are 42hrs p/week

However the nature of this position may require time outside of standard hours. Extra hours will be deemed part of the salary package. However bonuses will be paid on personal and team sales KPI's being surpassed.

Expected Salary Range: \$45-50k: Negotiable plus commission based upon achieving sales targets.

Role

The role of Business coordinator encompasses a varied number of tasks; the objective is to ensure that the day to day running of the business is functioning to its optimum level. The growth and profitability of the business is very dependent on the effectiveness of this position.

Direct Reports

The business coordinator will report to the managing director on a weekly basis, clearly showing that KPI'S are being met and that staff are being coached to meet those KPI's. These will include the following-

Sales targets

Systems and procedures updates.

Reporting on all marketing outcomes to compare promotions and see where improvements can be implemented.

Warehouse stock controls.

Remarkable customer service standards.

Showroom displays and cleanliness.

Responsibilities

The focus of this position consists of the following areas:

1. **Team Management**
2. **Client Relationship Management**
3. **Business Development & Lead Generation**

4. **Partnerships and Alliances**
5. **Systems**

Sales targets:

Personal Attributes & Qualifications

Essential

- Extremely ambitious with the drive and commitment to succeed.
- Passionate and committed to contributing to excellence in the businesses management.
- Highly motivated and focused.
- Has been successful in growing other organisations by meeting and exceeding revenue targets.
- Entrepreneurial business focus with strong business acumen.
- Demonstrated alignment with Company Principles.
- Is able to deliver remarkable customer service by exceeding expectations.
- Excellent interpersonal and written communication skills.
- Organised and focused through daily rituals including action planning and time management.
- Attention to detail when required.
- Naturally shows initiative and is solution focused.
- Provides strong leadership to achieve sales results.
- Well presented and articulate.
- Sound computer literacy skills.
- Good supervisory skills.

Desirable

- Relevant business management experience.
- The ability to establish networks and relationships in the industry.

For any further queries, please contact Terry on (08) 9581 2300, or email your application, together with relevant qualifications, to terry@bussol1.com with "Business Coordinator" as the subject header.

