

**Position:** Sales Coordinator

**Reporting to:** Bruce McKenzie, Director

**Organisation overview:** Texcel is a small, specialist organisation who supports and generates value to clients working within the mining, construction and infrastructure industries. The company provides significant client value through full-spectrum environmental data monitoring and analytics services, operating for over 30 years out of a small base in Northgate, Brisbane.

The Texcel services cover:

- Monitoring
- Aggregation
- Data integration and reporting
- Advanced data analytics
- Automation

**Position overview:** This is a new role, designed to support the technical sales team (of 2) as the company grows and transitions into the new world of data aggregation, reporting and analytics.

Our leading technical sales team requires a professional and experienced coordinator who can provide a disciplined and organised approach to marketing and sales, thus allowing our sales team maximum time to directly liaise with the growing market as well as nurture current, potential and future clients.

This role will work closely with all team members (currently 8 people) in a close, supportive environment both in the office and remotely. This is a part-time role initially (20 hours a week) with the potential to grow as the business evolves.

**Main duties and responsibilities:** In order to succeed in this role, you will need to assist our sales team with the following list of responsibilities and duties. Please note, this includes however is not limited to:

- Assisting the Technical Sales Team to improve their productivity with client contact, appointments, messages and other administration.
- Create and actively manage our CRM software (yet to be determined).
- Identify and profile clients/ potential clients.
- Manage reporting on the sales pipeline.
- Create and continually develop the range of sales support “tools” (e.g. templates, T&Cs, standard copy) to support our in-house team and project tenders.
- Develop framework for long term market intelligence and mapping.

With the intent of business growth, the ideal candidate will need to be able to adapt to change as the responsibilities and duties will likely evolve with the business.

**Qualifications:** Marketing/business administration qualifications are advantageous (but not required).

**Experience and attributes:** The ideal candidate will have the following experience and attributes as per listed below.

Experience

- 2 or more years' experience in a sales environment.
- Previous experience as a Sales Coordinator or in administration may be advantageous.

Attributes

- Attention to detail
- Data entry accuracy
- Great team development and leadership skills
- Strong computer literacy, including CRM experience
- Great administrative, organisational, and problem-solving skills
- Excellent communication, sales, and customer service skills
- The ability to multitask, work in a fast-paced environment, as well as meet deadlines
- Current knowledge of mining, construction/ infrastructure industries may be advantageous.

**Apply:**

Please send a cover letter addressing the above Position Description and resume to Bruce McKenzie, Director, [brucem@texcel.com.au](mailto:brucem@texcel.com.au) by Friday, 17 July, 2020.