

TITLE OF POSITION: Sales Support Executive

REPORTS TO: Commercial Sales Manager

PURPOSE OF THE ROLE

STH Australia is a leader in the creation of premium spectator experiences through unique and innovative travel and hospitality programs at sporting events.

STH Australia require an enthusiastic sales administrator looking to develop their skills by providing professional administrative and research support to the Commercial Sales Manager and wider sales team with the goal of maximising efficiency and conversion.

This is a brand-new role for STH Australia as an emerging business backed by global organisations selling product for nationally, and internationally renowned sporting events across the Australian marketplace.

KEY RELATIONSHIPS

- General Manager
- Commercial Sales Manager
- Head of Operations
- Team of Commercial Sale Executives

KEY RESPONSIBILITIES

Sales Administration

- Understanding the company (STH), its suppliers, stakeholders, and related companies
- Create a strategy that ensures strong and effective relationships with:
 - Other senior management members and staff
 - Key stakeholders, third parties and partners where relevant
- Providing administrative and research support to the Commercial Sales Manager
- Coordinating travel and accommodation requirements for the Commercial Sales Manager
- General sales administration (processing personal expenses, creating purchase orders, holiday and sickness administration, visitor bookings, internal telephone system management, writing up “Meet the Team” profiles)
- Maintain relations and keep accurate detail on communications with customers using the CRM system where relevant
- Accurately update data into the CRM system
- Streamline inbound enquires to relevant sales staff through CRM system

PERSONAL ATTRIBUTES

- A willingness to show initiative
- Motivation, enthusiasm, self-discipline, and focus
- Commitment to preparation and planning
- Contribute and work within a team environment
- Manage time and prioritise tasks

KEY COMPETENCIES/SKILLS

- A self-starter with an entrepreneurial spirit
- Strong relationship management skills with proven ability to form strong relationships with key stakeholders.
- Advanced presentation, negotiation, influencing and communication skills.
- A passion for the sport, travel and events industry would be beneficial
- Written – well constructed consultative emails
- Experience in face-to-face meetings and consultations
- Resilient mind-set
- A passion for sport would be beneficial.

EXPERIENCE

The successful candidate will have a strong understanding of the sales process and exposure to CRM systems