

# Sales Coordinator

 Brisbane, Full-Time



## About the opportunity

*The Sales Coordinator plays a crucial role in supporting the sales team, ensuring the smooth execution of sales processes, and maintaining exceptional client service. Acting as a key liaison between sales representatives, clients, and internal departments, the Sales Coordinator is responsible for managing administrative tasks, tracking sales performance, and contributing to the achievement of sales targets.*

We believe that core to the success of any business, is having people in roles and environments they enjoy, with leaders and peers they can learn from and be inspired by, and where authenticity is welcomed at every touch-point. The success of what follows for goa will come from having best in class inventory, where quality is paramount, alongside people who hold true these same qualities. goa is a foundation member of the Alliance Outdoor Media Group

and our expansion into the NSW and VIC markets continues.

We've made it our mission to ensure all our experience, effort and investment is focused on getting our clients noticed, so every day we strive to provide prompt, professional service, advice and delivery that is recognised as being the best in the market. If you are a superstar and want to kick off your sales career in the Advertising & Media industry, this is the ideal role!

Our Brisbane sales team is looking for an outgoing, charismatic and pro-active go getter in a Sales Coordinator role. Day to day will see you handle a high volume of sales administration requests where your flawless attention to detail will see you thrive. You'll love being a team player who enjoys working in a fast-paced environment.

## Essential skills

- Previous experience in sales support, coordination, or customer service (required).
- Strong organisational and multitasking abilities, with exceptional attention to detail.
- Excellent written and verbal communication skills for client-facing interactions.
- Have an interest in media and seeking a career in the industry
- Advanced in CRM systems and Microsoft Office Suite.

## What success looks like

- Seamless coordination of bookings, artwork, and contracts.
- Positive feedback from internal teams and clients on the accuracy and timeliness of tasks.
- A well-maintained CRM system and reports that provide valuable sales insights.

## Why join us?

At goa, we're Brisbane's leading out-of-home advertising company, known for our bold creativity, local expertise, and iconic billboards that help brands stand out. We're a family-owned business with a strong culture of collaboration, integrity, and innovation.

We offer a modern, dynamic office environment, along with great benefits like gym memberships and flexible work options (after a qualifying period).

## Key responsibilities

### Sales Team Support:

- Collaborate with the sales team to decipher and action information related to client campaigns and requirements.
- Assist with various sales projects and ensure smooth coordination across internal teams.

### Contract & Booking Management:

- Prepare contracts and agreements for clients, ensuring accuracy and timely delivery.
- Upload bookings into the system and ensure all details are captured correctly.

### Artwork Scheduling:

- Upload and schedule client artwork, ensuring creative assets meet specifications and timelines.
- Schedule material instructions and liaise with the creative team to ensure smooth implementation.

### Reporting & CRM Management:

- Create and maintain reports that track sales performance, bookings, and campaign outcomes.
- Maintain and update CRM systems with client information, sales activities, and key data points.

### Market Research:

- Conduct market and category research to support the sales team in identifying opportunities and trends.
- Assist in gathering insights that inform sales strategies and client pitches.

### General Administration:

- Manage general administrative tasks, such as scheduling meetings, preparing presentations, and maintaining organized files.
- Act as a point of contact for client inquiries, ensuring professional and prompt responses.

## What we're looking for

To succeed in this role, you'll need to demonstrate the following criteria:

**Attention to Detail:** You have a keen eye for detail and accuracy, especially when it comes to spelling, grammar, proof-reading, and working with numbers.

**Tech-Savvy:** You're proficient in Microsoft Word, Excel, PowerPoint, Adobe PDF, and Outlook, and you're quick to learn new software (including our industry-specific tools).

**Critical Thinker:** You approach tasks with a common-sense attitude and apply critical thinking to problem-solving.

**Time Management:** You can effectively prioritize tasks, adapt to changing deadlines, and perform well under pressure.

**Positive Attitude:** You bring a positive, enthusiastic approach to both work and life, uplifting those around you.

**Professional Presentation:** You're well-presented and approach work with a friendly, professional, and confident demeanor.

**Initiative and Growth Mindset:** You're self-motivated, take initiative, and are always eager to learn new things.

**Relevant Experience:** Previous experience in contract administration, accounts, or a similar role will be highly regarded.

## What's next?

If you're curious, driven, and ready to step into an exciting career, we'd love to hear from you!

To apply, submit your CV (in MS Word format) along with a cover letter outlining how you meet the key criteria, and include "Sales Coordinator" in the subject line to [info@goa.com.au](mailto:info@goa.com.au)

Please note: only shortlisted candidates will be contacted.