



An opportunity to join Australia's leading radio broadcaster.



## Client Services Coordinator – Agency Network Sales

- **Are you after an exciting career in media sales? This is your chance!**
- **Officially recognised as one of Australia's best places to work**
- **Vibrant culture, open plan office, highly supportive team environment**

AUSTereo – one of Australia's most progressive and exciting entertainment based media companies – is looking for an enthusiastic and highly motivated person to join its Agency Network Sales team in Sydney.

As a Client Services Coordinator, you will be responsible for providing high quality sales support to the ANS team. This includes designing and preparing proposals, entering booking information, generating a range of reports and managing the client database. Your valuable contribution to the team will help enhance our clients' overall experience. As you develop in the role over time, it's hoped that you'll make a transition into Account Management.

As the winning candidate, you'll possess the following experience, skills and attributes:

- At least 1 to 2 years experience in a busy sales support role. Candidates with previous media/advertising sales experience will be viewed favourably
- The desire to establish a long term career in media sales – we want to appoint someone who aspires to be a successful Account Manager one day
- Solid computer skills – especially Microsoft Excel and PowerPoint – and a minimum typing speed of 60 wpm
- Loads of self confidence coupled with great verbal and written communication skills
- Outstanding organisational and time management skills with strong attention to detail
- Terrific team player who's able to develop and foster productive relationships
- Ability to remain calm and effective in an often fast paced environment

The opportunities are endless when you're working for Australia's # 1 commercial radio broadcaster. As the newest member of the team you'll get all the support and guidance you need to develop your skills, grow your radio career and reach your full potential.

**Interested? If so, please send your résumé and cover letter (with salary expectations) to [careers@austereo.com.au](mailto:careers@austereo.com.au) quoting "141-10" in the subject line ("Internal 141-10" if you are a current employee). We look forward to receiving your application.**

**Applications close: Monday, 22 November 2010.**

Austereo reserves the right to commence recruitment activities prior to the stated closing date.



Learn more at [austereo.com.au](http://austereo.com.au)