

The Austereo logo, featuring the word "austereo" in a lowercase, sans-serif font next to a stylized graphic of a radio tower or antenna.

An opportunity to join Australia's leading radio broadcaster.



## Client Services Coordinator / National Business First Coordinator

- **Work for the best – join the industry leaders!**
- **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, has a unique opportunity available for an experienced administration professional to work in a dual role of Client Services Coordinator and National Business First Coordinator in our Brisbane Office.

In your new role, you will be responsible for providing administrative support for Account Managers, Sales Managers and the National Client Acquisition Manager to ensure smooth running of the sales department.

This multi-faceted role has a range of tasks including but not limited to:

- Provide administrative support to nominated Account Managers and the National Acquisition Manager in an effective, detailed and timely manner.
- To be a key point of contact in the absence of the Account Managers to ensure the needs of our clients and agencies are met in a customer focused manner.
- Assist with client presentation design for client program presentations.
- Liaise with Austereo legal and finance in preparing network acquisition program agreements.
- Coordinate and communicate with local coordinators including set up of national reporting system.

**Interested? If so, please send your résumé, cover letter (with salary expectations) to [careers@austereo.com.au](mailto:careers@austereo.com.au) quoting "011-11" in the subject line ("Internal 011-11" if you are a current employee). We look forward to receiving your application.**

**Applications close: February 3 2011**

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



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