



An opportunity to join
Australia's leading
radio broadcaster.

Client Services Coordinator

- **Come join the team at Brisbane's B105 and Triple M**
- **Fantastic training and development opportunities**
- **Fun, energetic and highly supportive work environment**

Austereo, one of Australia's most innovative and exciting entertainment-based media companies, is looking for a talented, enthusiastic and highly motivated person to join its Direct Sales Team in Brisbane. As a Client Services Coordinator, you will be responsible for providing administrative support to the team, and in doing so, help to enhance the overall experience of our valued clients.

Ask yourself:

- Do you enjoy working to tight deadlines in dynamic surroundings whilst juggling multiple responsibilities?
- Do you know how to pay strong attention to detail and have fun at the same time?
- Do you thrive under pressure and love working with highly energetic and driven individuals?
- Would those who know you describe you as being positive and fun-loving?

If you answered "yes" to all of the above, you might just be the person we are looking for. As a Client Services Coordinator in Direct Sales, you will work closely with Account Managers and Sales Managers to help meet the needs of clients.

As the successful candidate, you will possess the following skills:

- Intermediate computer skills (all Microsoft Office applications)
- Excellent communication skills, both written and verbal
- Outstanding organisational and time management skills
- An ability to develop and foster sound working relationships
- The ability to remain calm in an often fast-paced environment
- Exceptional attention to detail
- Minimum typing speed of 50 wpm

We are a hard working team committed to excellence and renowned for providing the industry's finest training and resources to help our people grow and develop. We will provide you with full training on all our systems, so the most important thing is that you are a vibrant, motivated and positive individual who is excited by the thought of coming to work with Brisbane's best media sales people.

Are you interested in this outstanding opportunity? Are you the person we are looking for? If so, please send your résumé and a brief cover letter (with salary expectations) to careers@austereo.com.au quoting 026-10 in the subject line. We look forward to receiving your application.

Applications close: Monday, 22 March 2010.