



An opportunity to join
Australia's leading
radio broadcaster.

Client Services Coordinator

- **Come work for the leader in radio and digital broadcasting**
- **Outstanding opportunity to develop your career in media**
- **Vibrant and supportive work environment in the heart of the CBD**

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 **Agency Network Sales Team** in Sydney. 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, fun and perhaps even a little vivacious?

If you answered YES to all of the above, you may just be the person we are looking for. As a Client Services Coordinator in ANS, you will work closely with our Account Managers and Sales Managers to help support a number of advertising agencies and their clients.

As the successful person, you will need 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
- At least 1 to 2 years of media or advertising agency experience
- Working knowledge of SAP would be highly advantageous

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 Sydney's best media sales people.

Are you interested? Do you fit the bill? If so, please send your résumé and a brief cover letter (with salary expectations) to careers@austereo.com.au quoting 013-10 in the subject line. We look forward to receiving your application.

Applications close: Wednesday, 3 March 2010.

Learn more about us at austereo.com.au