



An opportunity to join Australia's leading radio broadcaster.



Sales Coordinator – Interactive

- **Join a winning team at one of Australia's best media companies**
- **Ongoing training and development opportunities**
- **Great brands, vibrant culture, highly supportive team environment**
- **Recognised employer of choice**

AUSTEREO, one of Australia's most progressive and exciting entertainment based media companies, is looking for an enthusiastic and highly motivated Sales Coordinator to join its Interactive Sales team in Sydney.

Reporting to the Sales Director – Interactive, you will be responsible for providing high quality administrative support to the Interactive Sales team. Your day to day efforts will not only ensure the smooth running of the entire team, but also enhance the overall experience of our valued clients. You'll also provide close support to the Campaign Delivery Manager, processing bookings, maintaining records and coordinating sales resource materials.

Make no mistake – we're looking for the best! As the winning candidate, you'll possess the following experience, skills and attributes:

- At least 2 years experience in a busy administrative role
- Solid computer skills (Microsoft Office) and a minimum typing speed of 60 wpm
- Excellent verbal and written communication skills
- A true team player with the ability to develop and foster sound working relationships
- Be very well organised with exceptional attention to detail
- Fantastic time management skills plus the ability to multitask
- Ability to remain calm and effective in an often pressurised work environment
- A love of media/radio and a great sense of humour!

Interactive Sales is a hard working team committed to excellence and renowned for providing the industry's finest training and resources. We'll provide you with full training and support, so the most important thing is that you're a proactive and highly driven individual who's excited by the idea of working for Australia's # 1 radio broadcaster.

Interested? If so, please send your résumé and cover letter (with salary expectations) to careers@austereo.com.au quoting "087-10" in the subject line ("Internal 087-10" if you are a current employee). We look forward to receiving your application.

Applications close: Monday, 2 August 2010.

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



Learn more at austereo.com.au