

OUTinPerth

Job Description Form

Title:	Q-Pages Sales Consultant
The Position:	To secure advertising for the organisation through developing, co-ordinating and implementing campaigns for and on behalf of clients of the organisation in order to support the editorial and community development objectives of the paper. This position provides support to the day to day operations of the client services team.
Salary:	\$55,000 p.a pro-rata
Hours:	The position can be .08 or fulltime, depending on the team members availability.
Contact Length:	The position is a short term contract until Friday February 20 th , 2015
Weekend Work:	Weekend work will be required on Sunday February 7 th 2015 and Sunday February 15 th 2015.
Star Date:	We are looking for someone to take up this role ASAP.
Reporting:	The Q-Pages Sales Consultant reports to the Publications Manager.
Key Relationships:	Internal: Publications Manager Business Development Manager Accounts Department Graphics Team Web Team External S/M/L businesses/Government and NGO clients GLBT community leaders/organisations, venue owners/managers Other relevant agencies as required

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Key Result Areas

- Source and retain Q Pages clients through excellent customer service and provide administrative support.
- Utilise background knowledge of industry and community experience, as well as effective consultation to participate in development of advertising policies and strategies to best meet client's needs, develop, plan and implement administrative support to meet Sales Team objectives.

Client Development and Consultation 65%

- Develop and maintain sound understanding of advertising products currently available in Q-Pages and in multi-platform advertising media in order to advise appropriate product for clients' needs.
- Maintain thorough knowledge of target market and trends to best inform clients as to maximising efficacy when implementing advertising strategies with Q-Pages.
- Through consultation with clients, gain understanding of their advertising goals and select advertising strategies with Q-Pages to meet their needs.
- Maintain consultation after sales in order to provide feedback to Client Services Team as to which client expectations are met and quality improvement required.
- Work to targets in attracting and retaining clients and maximising advertising revenue.
- Assist in product launch and promotion.

Partnerships and Relationships 10%

- Provide excellent products and client services to build and maintain excellent relationships with advertising clients in order to develop a stable of key clients.

Organisation Management 20%

- Liaise with Publications Manager, Business Development Manager, graphics team and accounts to ensure smooth flow of information between teams.

Other 5%

- Performs other duties as directed.

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Selection Criteria

The successful candidate for this position must be able to demonstrate the following:

Required Qualifications:

No specific qualification required however role specific requirements essential

Role Specific requirements:

Experience in a print and web media sales environment, with a focus on developing a stable client base through rapport building and providing exceptional client services.

Extensive experience with, and a sound understanding of and respect for, the issues, concerns, organisations and cultural values of the Gay, Lesbian, Bisexual, Trans and Intersex community.

Communication skills including interpersonal, persuasive, negotiation, and listening skills.

Experience co-ordinating the production of advertising materials and campaigns for and on behalf of media clients, including development of sales tools, taking client artwork briefs, liaising with graphics and editorial team, establishing client approval and evaluating the success of such.

Sales skills including targeted questioning, problem solving, overcoming objections and closing.

Experience in client/ community liaison and networking with a diverse clientele.

Experience in administration, including fluency in use of Excel, Word, and familiarity with CRMs.

Required Personal Characteristics:

Commitment to the worth, dignity, contribution and rights of LGBTIQ people.

Values people, partnerships and teamwork.

Embraces and respects diversity and demonstrates the ability to interact respectfully and engagingly with diverse range of people.

Able to manage workload to meet targets and deadlines.

Ability to motivate and develop team to meet team goals.

Ability to develop practical and efficient solutions to information and service management.