

Schedule 1 – Job Description – Sales Representative

Reports to:	Sales & Marketing Manager
Division/Department:	Sales & Marketing
Location:	Sydney/Adelaide/Melbourne/Regional Victoria
Job title:	Sales Representative
Type of position:	<input type="radio"/> Full-time <input type="radio"/> Part-time <input checked="" type="radio"/> Contractor <input type="radio"/> Casual
Hours:	15-20 hours per week

General description:

This position is responsible for the new sales of Computer Gym services to child care centres and kindergartens. The main role is visiting prospective clients and informing them of the educational service we provide to pre-school children, with the view of having them agree to start our services within their centre.

Essential functions of the position:

1. Reaching sales goals set by management
2. Maintain high level of knowledge regarding the company and our services
3. Accurate weekly reporting and updates of sales
4. Participate in company sponsored training and educational sessions
5. Ability to travel throughout the state as part of daily duties
6. Effectively communicate with clients via phone and in person
7. Perform other job related duties and responsibilities as requested
8. Visit prospect customers and introduce them to our services in line with the Computer Gym Sales Procedures Manual
9. Work with the marketing manager and or Area Manager to address any tasks or issues arising
10. Pass on information to Area Manager regarding successful sales leads to enable lessons to begin
11. Monitor the early childhood environment and provide feedback about changes, trends and likely areas of impact on our services

Position Requirements:

- § Must have a reliable computer with internet access
- § Must have valid drivers license throughout the period of employment
- § You will be required to use your own car and maintain it to a reliable condition.
- § Subject to a satisfactory police records check.

Capabilities:

You will undertake your role as outlined in the Computer Gym Sales Procedures manual, demonstrating:

- § Ability to establish and maintain effective working relationships with managers and employees, along with external clients and customers
- § Possess strong communication and customer service skills, be able to exchange information with others clearly and concisely
- § Time and personal management skills, including ability to maximize the effectiveness of your time
- § Professional and positive attitude
- § Ability to work autonomously and be a proven self-starter
- § Basic computer navigation and word processing skills
- § A broad understanding of child care/pre school operational environment

Schedule 2 – Work Roster and Rates – Salesperson

Hours of Work

Hours and days of work can be flexible, initially expected to be 15-20 hours per week, which may increase as business conditions dictate. Work hours will be primarily during normal business hours.

This position is a contract position for a period of 3 months with view to extend.

Pay Rates

Normal rate \$20 per hour

Applies to all hours worked as part of allocated work and any requested, approved additional hours for special duties.

Performance Bonus Payment

As your role is to introduce new centres to Computer Gym, you will be paid a performance bonus of \$80 for each new location at which lessons start. This will be calculated and paid within 21 days from the end of each term.