



Sales Coordinator

Location: Canberra
Position: Sales Coordinator
Reports to: CEO
Location: Canberra region

Why work for Wisdom?

We believe in the power of learning. We prize the opportunity to build our clients' organisational and individual capabilities and take pride in helping people realise their potential.

Our programs are as diverse as our clients. We have public, private, and not-for-profit clients in almost every sector of our economy including professional services, national security, law enforcement, aged care, health, education, science, infrastructure, building and construction, tourism, and hospitality.

Our training is recognised as being engaging, challenging, and inspiring. Our team of expert learning and development professionals has deep experience, a passion for adult education, and a desire to **share and promote best practice**.

Our business is one of Australia's top privately owned small RTOs. We have received 34 awards across the more than two decades we have been in business and have a 95% repeat business performance indicator, with 100% of employers agreeing that Wisdom's training was an effective investment.

What we are looking for

Wisdom recruits' people who have strong communication and interpersonal skills, and a commitment to Wisdom values:

Professionalism in everything we do, setting and maintaining high standards of service.

Innovation in developing creative solutions to meet our client's goals.

Honesty in providing advice and in all our services.

Respect for all people.

Humility in understanding our role with our clients and guiding us to continually learn and improve.



Wisdom Leaning is seeking a highly motivated and detail-oriented Sales Coordinator to provide exceptional support to the CEO of our award-winning Registered Training Organisation. This role requires a proactive and resourceful individual who possesses strong organisational skills, excellent communication abilities, and a passion for helping organisations and individuals to reach their full potential.

Tasks will include, but not be limited to:

- **Sales Support:** Assist the CEO in managing the sales process, including lead generation, client meetings, and follow-ups. Collaborate with the CEO to develop and implement effective sales strategies.
- **Client Relationship Management:** Build and maintain positive relationships with existing and potential clients. Act as a point of contact for client inquiries, providing prompt and accurate information about our organisation and service offerings.
- **Proposal and Contract Management:** Assist in the preparation, review, and coordination of proposals, contracts, and agreements. Ensure all documents are accurately completed and submitted within established deadlines.
- **Database Management:** Maintain and update Wisdom's systems, ensuring accurate and up-to-date information relating to clients, sales opportunities and tenders and proposals.
- **Administrative Support:** Provide general administrative support to the CEO, including scheduling meetings, managing calendars, and coordinating travel arrangements. Prepare and distribute meeting agendas and minutes as required.
- **Reporting:** Collate key data to report on and monitor sales and revenue targets and work with General Manager to align pipeline opportunities with organisation utilisation.
- **Marketing Assistance:** Collaborate with the Wisdom team to support promotional activities, such as promotional communications, organising events, updating the company website, and coordinating social media campaigns.
- **Research and Analysis:** Conduct market research to identify potential clients and competitive trends. Analyse market data and industry reports to provide valuable insights and recommendations to the CEO.

Essential

Skills and experiences:

- Proven experience in a sales support or coordination role, preferably in a consultancy or training organisation.
- Excellent written and verbal communication skills, with exceptional attention to detail.
- Strong organisational and time management abilities, capable of multitasking and prioritising tasks effectively.



- Proficient in using Microsoft 365 products and an ability to navigate new systems quickly and efficiently.
- Ability to work independently and collaboratively in a fast-paced environment.
- Positive attitude, outcomes focused, and a passion for delivering exceptional customer service.

If you are a proactive and self-motivated individual with a keen interest in sales and learning and development, we invite you to join our dynamic team. This is a unique opportunity to work closely with the CEO of a values led, purpose driven business, contributing to the growth and success of our organisation.

To apply, please submit your resume, along with a cover letter highlighting your relevant experience and why you believe you would be a perfect fit for this role. We look forward to reviewing your application! Email: work@wisdomlearning.com.au

Desirable

Bachelor's degree in Business Administration, Marketing, or a related field.