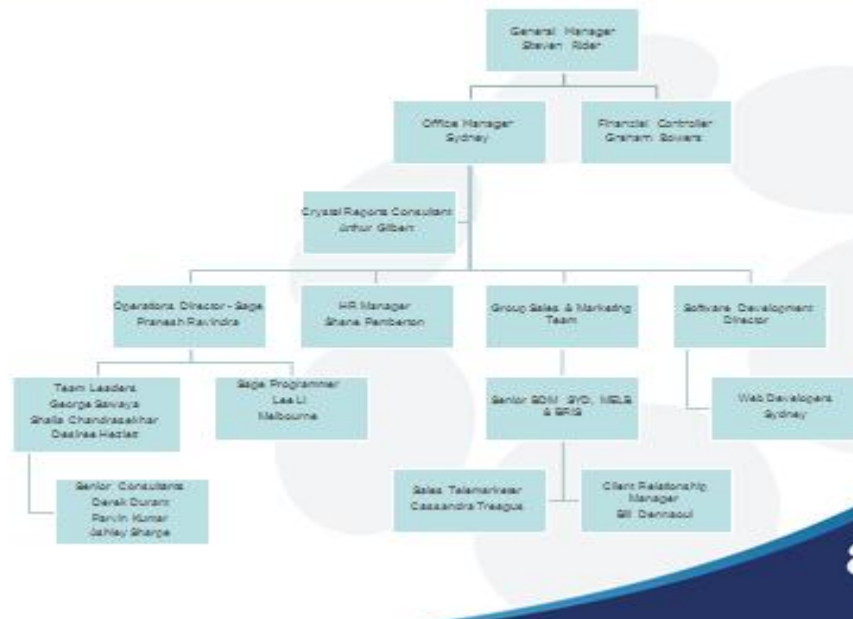


Position Description

TITLE: *Business Development Manager*

Provida Organisational Chart...



PURPOSE OF POSITION:

This position will perform marketing campaigns, client liaison and sales follow up. The position will also be responsible for delivering services to clients such as booking training and seminars.

SCOPE OF POSITION:

- Arrange client functions
- Run marketing campaigns and follow up
- Telephone sales leads (keep them warm)
- Prepare marketing materials e.g. brochures and multi-media CDs
- Arrange trade show bookings
- Track client satisfaction
- Prepare proposals
- Prepare quotes
- Ensure software and services are delivered in a timely manner
- Book training and follow up
- Book seminars and follow up

QUALIFICATIONS:

- Business or Marketing Degree

REPORTING RELATIONSHIPS:

This position reports directly to the Managing Director.

LOCATION:

The position will be based in Melbourne, Sydney or Brisbane and some interstate travel will be required.

REVIEW:

The duties of the position will be reviewed annually. The Base Salary will be reviewed at Management's discretion, unless otherwise stipulated in your letter of offer.

PROVIDA VALUES:

