



## **FIRST TOUCH FOOTBALL SUPPLIES**

### **SENIOR OFFICER - SALES**

First Touch Football Supplies is a vital business unit of Northern NSW Football (NNSWF). Established in 1998, First Touch has developed into the largest supplier of team wear and equipment to football clubs throughout Northern NSW.

NNSWF seeks to appoint a suitably qualified and experienced sales professional to drive sales of club wear and equipment. The Sales Representative will be principally responsible for scheduling appointments and subsequently visiting football clubs to deliver sales presentations.

The position would suit an experienced sales professional who is passionate about football and has experience dealing with club volunteers.

It is envisaged that the person we're looking for will have the following key **'Knowledge, Skills and Behaviour:**

- Sales experience;
- Excellent presentation skills;
- Knowledge of football in Northern NSW;
- Experience dealing with club volunteers;
- Strong attention to detail;
- Proven track record of achieving sales targets;
- Persistence;
- Very strong interest in football; and
- An understanding of the apparel and equipment sector;

**PLEASE NOTE:**

Applicants **MUST** address individually, within a cover letter with their application, the key 'Knowledge, Skills and Behaviour required' as listed above. Applicants failing to do this and simply submitting 'generic' resumes will not be considered.

**Employment Conditions and Remuneration Package**

This role is full-time. The successful applicant will initially be offered a one (1) year fixed term contract.

The base salary range is between \$60k and \$65k per annum. The Senior Officer- Sales will also be provided with the opportunity to earn a bonus through a structured incentive scheme.

A pool car will be available to visit clubs.

Applications close: **Friday 24 August 2018**

A detailed position description can be found on our website at [www.northernswfootball.com.au](http://www.northernswfootball.com.au)

Applications should be forwarded to [hr@northernswfootball.com.au](mailto:hr@northernswfootball.com.au) with telephone enquiries to Marketing and Communications Manager, Jessie White on 4941 7217.



# POSITION DESCRIPTION

## SENIOR OFFICER - FIRST TOUCH FOOTBALL SUPPLIES SALES

<b>JOB TITLE:</b>	Senior Officer – Sales
<b>DEPARTMENT:</b>	Marketing and Communications
<b>LOCATION:</b>	NNSWF Head Office – 13 Park Road, Speers Point NSW 2284
<b>REPORTS TO:</b>	Marketing and Communications Manager
<b>START DATE:</b>	TBC
<b>END DATE:</b>	n/a
<b>INDIRECT REPORT</b>	Sales and Finance Administrator

### PRIMARY PURPOSE OF ROLE

The primary purpose of the role is to generate sales of apparel and equipment from member clubs and other customers throughout NNSW.

### KEY AREAS OF RESPONSIBILITY

#### Generate sales appointments

Proactively contact clubs by phone and/or email to schedule sales presentations.

#### Sales presentations

Meet with club committees and/or nominated equipment officers to promote FTFS's range of suppliers and seek further instructions.

#### Follow up

Follow up sales presentations and subsequently respond to further enquiries until the sale is secured or formally declined.

#### Administration

Inputting orders and generating invoices as required.

#### Liaison with Sales Administrator

Provide the Administrator with the information required to prepare quotes and process orders

#### Suppliers

Build and maintain effective relationships with appointed suppliers

#### Marketing

Collaborate with the Marketing and Communications Co-ordinator to implement activities which build awareness and sales including the production of the annual catalogue.

#### Contact Information

Maintain meticulous records of the volunteers at clubs responsible for the purchase of apparel and equipment.

### KEY OUTCOMES

- Increased revenue from the sale of club wear and equipment through FTFS

**KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED**

- Sales experience
- Excellent presentation skills;
- Knowledge of football in Northern NSW;
- Experience dealing with club volunteers;
- Strong attention to detail;
- Proven track record of achieving sales targets;
- Very strong interest in football;
- Persistence;
- Very strong interest in football; and
- An understanding of the apparel and equipment sector;

**MAJOR INTERACTIONS**

- Sales Administrator;
- Marketing and Communications Co-ordinator (LMRFF & FTFS);
- Club volunteers; and
- Club Development Officers

**UNIQUE CRITERIA**

- The role will require work in the evenings after normal business hours and intrastate travel.

Employee Signature:

Date:  

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Manager Signature:

Date:  

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Award Grade:  

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Last Reviewed:  

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