

## Geelong Greyhound Racing Club



### **Position Description – Market and Business Development Officer (Part –Time)**

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<b>Job title:</b>	Business Development Officer
<b>Employment Status:</b>	Part Time
<b>Reporting:</b>	Reports to the General Manager of the Geelong Greyhound Racing Club
<b>Location:</b>	Beckley Park, Broderick Rd Corio VIC 3214
<b>Last updated:</b>	<b>Monday, December 08, 2014</b>

### **Position purpose**

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The Business Development Officer is a new part-time role for the Geelong Greyhound Racing Club which combines the excitement and challenge of a sales role and the attraction of running the Club's weekly community market.

Racing twice or more per week, the Geelong Greyhound Racing Club is responsible for administering race meetings and promoting our Beckley Park venue, the sport of greyhound racing and our community market within the local Geelong community.

Working closely with the General Manager this position plays a key role in growing our race-night function business as well as managing and developing the Club's weekly Beckley Community Market.

### **Key relationships**

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- GGRC General Manager
- Market Stallholders
- GGRC Event Operations and Administration Executive
- Operations and Marketing Assistant

- Sponsors and local community groups

## **Key responsibilities**

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### **Beckley Market Management**

- Take calls from stallholders and make stallholder bookings
- Answer Market enquiries
- Coordinate stallholders on market-day and collect stallholder rent payments
- Grow the Market by proactively attracting new stallholders
- Seek out opportunities to improve and modernise the Market
- Complete management reports

### **Geelong Greyhound Racing Club - Sales**

- Make personal and telephone sales calls to sporting clubs, local businesses and community groups
- Undertake community focussed promotional activities that promote the GGRC and the Beckley Community Market
- Develop small scale sponsorship opportunities
- Develop group bookings for race night dining packages

## **Knowledge and Skills**

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- Experience in a sales representation role is highly desirable
- Computer literacy skills including Microsoft Outlook, Excel and Word - essential
- Outstanding communication skills – verbal and written
- Exceptional attitude to customer service
- The ability to multi-task and manage time and processes efficiently
- A ‘flair’ for marketing and the ability to seize opportunities
- Scrupulous integrity

## **Salary, Conditions**

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**\$28,600 per annum (\$24ph) plus sales target bonuses**

22 hours per week

The daily work schedule can be amended to suit the position holder’s circumstances. Notionally the hours may look like this:

- Wednesday 10am to 3pm
- Thursday 10am to 3pm
- Friday 10am to 3pm
- Saturday 6am to 1pm (Mandatory Market Day Attendance)