

Position Title	Business Consultant
Location & Territory	Location: Brisbane or Melbourne. Territories: Victoria, Queensland & New South Wales.
Unit/Department	Sales
Classification	Full time
Reports to	National Commercial Sales Leader
Supervises (if applicable)	Nil
Position Summary	<p>To seek out the opportunities in the market for design, construction, furniture sales and building technology.</p> <p>Actively network and attend functions where networking opportunities exist to seek out new business.</p> <p>To keep touch with current and past clients and ensure the relationship with A1Office is positive and purposeful.</p> <p>Fully understand the services offered by A1Office and the team of consultants and actively find opportunities to hand to Client-side Project Managers</p> <p>Focused on creating opportunity across all industry verticals and markets, the Business Consultant will engage with all levels of the customer organization and act as their trusted advisor to translate A1 Office Service offerings into real world business value.</p> <p>Maintain OH&S policies and procedures</p>
Qualifications - Mandatory	<p>Sales Experience - Previous experience in similar role. Knowledge and previous experience of Microsoft Office Word, Excel.</p> <ul style="list-style-type: none"> • 5 years sales experience in the commercial buildings industry. • Local market knowledge. • Cross selling and consultative selling experience with proven capability in collaborating across both client and A1 Office organization to drive a One-Team approach. <p>Solid understanding of customer financials and the ability to build business case investments</p>
Qualifications - Desirable	Business Development, Tertiary qualified (bachelor's degree) in a business or engineering related discipline.
Personal Competencies Required	<ul style="list-style-type: none"> • Highly focused, self-motivated and professional, exercising discretion and confidentiality where appropriate • Excellent organizational and communication skills, both verbal and written • A keen eye for details, strong initiative with a proactive and flexible attitude • Great team player, yet able to work autonomously • Employs strategic and consultative sales techniques to identify and create sales opportunities. Develops unique or customized solutions to meet customer specific needs that drive profitable business outcomes.
Job Competencies Required	<ul style="list-style-type: none"> • Ability to client liaise, set appointments, actively manages one's time to maximize their abilities and exposure. • Always displays dedication to meeting the expectations and requirements of customers through knowledge of the customer's strategy and vision and uses this knowledge to drive improvements in products and services. Always acts with customers in mind, establishing and maintaining effective relationships with customers to win their trust and respect.

	<ul style="list-style-type: none"> • Time manage oneself to include client liaisons and entertaining when the industry has events available. • To actively engage clients in the process that awaits them and introduce the team members as required to meet their objectives • Ability to understand the organization's set up, aims and objectives • Ability to work with people across all levels of the organization as well as external clients/stakeholders/suppliers • Ability to work under pressure and meet deadlines
Key Responsibility 1	Deliver A1 Office offerings suite of opportunities and network New Business Development
Performance Criteria 1	<ul style="list-style-type: none"> • Actively seek opportunities for A1 Office offerings suite and associated works. • Ensure that any client interactions and client's expectations are documented and filed correctly as per company policy. • Communicate in written and verbal form to deliver customer expectation with minimal resource waste. • Document in-line with the company image and guidelines. • Seek out new network opportunities that open A1 to markets • Ensure all client data and contact information is uploaded against client profile in CRM within 12 hours of contact.
Key Responsibility 2	Meet Budget Expectation
Performance Criteria 2	<ul style="list-style-type: none"> • Deliver Project Consultants, opportunities that enable them to Meet or exceed the monthly budget total value (this target will alter only with budget timing). • Work with all team members to achieve monthly and annual sales budgets. • Communicate with team to ensure the most appropriate skill set is allocated to each opportunity. • Deliver management reports as requested to reflect performance and activity. • Maintain the databases as instructed, ensure all documentation is delivered on time and without mistakes. • Negotiates skillfully in tough situations with both internal and external groups, resolving differences with minimum conflict and can win consensus without damaging relationships. Displays diplomacy and quickly gains the trust of other stakeholders in negotiations.
Key Responsibility 3	Maintain the Image and Policies of A1
Performance Criteria 3	<ul style="list-style-type: none"> • To look and always maintain the appropriate image as per your employment criteria. • Where client entertainment is required you will always be expected to remain in control of your actions and image. • When representing the A1 brand your communication must always be professional and appropriate.

Key Responsibility 4	Taking part in Quality Improvement Activities
Performance Criteria 4	<ul style="list-style-type: none"> • Regular review of department's procedures with the aim of increasing effectiveness and productivity • Recommend management actions to improve standards

	<ul style="list-style-type: none"> • Develop and test new systems, process and procedures as required • Maintain the highest quality of presentation available with the resources A1 have at any given time
Appraisal	Appraisal performed annually, or when there is a change of position or any time there is a need to review performance

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Position Description authorised by		
Manager Signature	Manager Print Name	Date

Employee Acknowledgement		
I hereby acknowledge that I have received a copy of my Position Description and have read and agree with the duties and responsibilities that have been outlined,		
Employee Signature	Employee Print Name	Date