



# Business Development Co-Ordinator

## Career Opportunity

- Plenty of variety
- Rapidly expanding business
- Challenging and rewarding environment
- Great CBD Location

POAGS is the principal Automotive, General Stevedoring, Bulk Logistics and Port Management service in Australia. POAGS operates from a national network of major and regional Ports across Australia.

The Company's Head Office is located in Sydney CBD.

The Company is committed to providing an environment that is safe for all our employees and together with our employees taking personal accountability for making safe decisions at all times, we can achieve this goal.

### THE ROLE

Reporting to the General Manager Business Development and based in Sydney CBD, this role is has a strong focus assisting in all areas Business Development. This is a hands on role for a highly organised person who enjoys working both autonomously and in a small team environment. The role will have enormous exposure into all facets of Business Development and will provide a sound basis for further developing a career.

### KEY RESPONSIBILITIES

- Provide support to the Business Development team
- Update project database & systems
- Assist with tender preparation & presentations
- Assist with Monthly board papers and reporting
- Implement document management system
- Compiling minutes of team meetings
- Creating and maintaining templates
- Manage Business Development page of intranet and website
- Attendance to trade shows

### CRITICAL SKILLS & EXPERIENCE

- Sound technical knowledge and experience in a commercial environment which requires attention to details
- Knowledge of business analytics and contract management
- Strong interpersonal skills and the ability to communicate with a variety of people
- We expect candidates will be degree qualified, most likely in Business or Commerce

If you would like the opportunity to work in a role with huge variety then apply for this exceptional role today.

**APPLICATIONS CLOSE Friday January 27 2012**

Please send all applications to [human.resources@poags.com.au](mailto:human.resources@poags.com.au)

POAGS is an Equal Opportunity Employer and provides a smoke free workplace.