

POSITION DESCRIPTION



POSITION:	Commercial Executive
LOCATION:	Squash Australia Office, Carrara Sports Precinct, Gold Coast
REPORTS TO:	General Manager Commercial and Events, Squash Australia
STAFF MANAGEMENT:	Nil
SALARY PACKAGE (including super)	Commensurate depending on experience with enticing bonus schedule

THE ROLE

The Commercial Executive (CE) is responsible for the commercial and branding activities for the organisation. The CE works closely in collaboration with other members of the SA team and will take the lead role in all commercial related activities.

KEY ACCOUNTABILITIES (WHAT DOES SUCCESS LOOK LIKE)

- Increased commercial income
- Increased commercial grant income
- Excellent brand identity

KEY DELIVERABLES

- **Responsible for all marketing linked ITC**
 - Responsible for the Commercial Squash Australia (SqA) website
 - Responsible for the whole of the eShop website
- **eShop and retail**
 - Manage the eShop website, pricing and fulfillment
 - Manage stock levels, pricing and orders
 - Develop relationships with brands
 - Maximise communications and marketing to increase sales
 - Maximise sales around event merchandise
- **Existing Agreements**
 - Manage all existing agreements
 - Relationship building with partners
 - Invoicing and reporting against contract
 - Advise on negotiating improved agreements
- **Commercial Sponsorship**
 - Research segments most appropriate for Squash Australia partnering
 - Develop Squash Australia sponsorship proposals
 - Manage the process of pitching Squash Australia's offer
 - Maximise commercial outcomes around events
- **Commercial Grant Income**
 - Maximise government/council grants around Squash Australia events
 - Research and apply for appropriate grants for the organisation
- **Other activities**
 - Help across Squash Australia events and engagement activities
 - Help with marketing activities where required
 - Any other activity required by the Company to support commercial activities

Key attributes

- Commercial or marketing skills/experience

- Excellent presentation skills
- Be a team player
- Have a relevant degree or equivalent working experience
- Have excellent computer skills especially in Microsoft office products
- Have experience in developing membership focused commercial offerings
- Provide excellent customer service
- Excellent people and communication skills
- Excellent time management
- An attention to detail
- A valid driving license

Application Process

All applicants are required to send their CV and Cover letter, stating in no more than one page why they should be considered for the role to ceo@squash.org.au by the 12th April.