

# Industry Based Learning Program

## Job Description



<b>Job Title</b>	Sales Operations IBL	<b>Dept</b>	Commercial Excellence
<b>Line Manager Job Title</b>	Sales & Marketing Excellence Manager	<b>Location</b>	Abbotsford

### Key Responsibilities (10 bullet points maximum)

Describe the key deliverables to be achieved by the IBL and the ongoing responsibilities of the role

The Sales Operations IBL role works in a team that supports the sales force & marketing in a number of ways, working cross functionally with key stakeholders in the business from the Senior executive team to the sales representatives.

Projects are many and varied as Sales Operations works on all facets of the business, as we are the main communication channel between Head Office and our strong sales force. As a result, you will build stronger relationships with colleagues as you interact with numerous departments and teams on a daily basis. This increased exposure to networking and working across boundaries, highlights the key difference between the Sales Operations and other IBL roles. Breadth across digital and traditional platforms, where we are constantly challenging ourselves to deliver our programs across many different channels to drive performance.

#### Responsibilities

- Work with the Sales & Marketing Excellence Manager to plan and implement key Sales Operations Projects.
- Coordinate and manage Sales Force Communications Framework
- Manage Sales Websites, Apps and develop strategy to improve effectiveness
- Support planning, coordination & implementation of National Sales Meeting
- Work effectively as a cross functional team member

### Unique selling points of the IBL role

The Industry Based Learning (IBL) Program is a unique opportunity for an undergraduate student to gain work experience in a global company that helps people do more, feel better and live longer.

This twelve-month, full time IBL program is the perfect opportunity for a student to launch their career, offering invaluable hands-on work experience in a friendly and supportive environment. Upon completion, the IBL will have built on their university learning and gained a competitive edge for all future career paths.

### Required Skills

Describe the key skills and level of proficiency required for this IBL role (please see listed suggestions)

- You must be in your penultimate or final year of a Bachelors in Business, Marketing or related degree
- Influencing and negotiation skills / rapport building
- High level of attention to detail
- Ability to communicate effectively at all levels within the organization and work in a cross-functional environment.
- Accountability for results
- Self-Driven, Self-Motivated
- Knowledge and skills across either Marketing, Business and or Project Management
- Knowledge of the use of computer systems
- Teamwork capability

Values	Expectations
<b>Patient focus</b> <b>Transparency</b> <b>Respect</b> <b>Integrity</b>	<b>Courage:</b> Decisive, Ambition, Speaking Up, Pace <b>Accountability:</b> Results, Clarity, Prioritisation, Ownership <b>Development:</b> Skills, Learning, Adaptable, Curiosity <b>Teamwork:</b> Aligned, Connected, Inspiring, Inclusive