Job Description

**Job Title: Sales & Marketing Manager**

# Primary purpose of position:

As one of Australia’s fastest-growing machine learning apps on the market, we are looking for the right candidate to join our hard-working incredible team at Mentor.

Our core beliefs of Communication, Integrity and Honesty which must resonate with you and form part of your own personal core beliefs.

You will be responsible for generating new business opportunities, fostering current relationships and identifying market segments within the Education field.

# Job Details including responsibilities:

1. Provide high quality customer service aligned with Mentor’s brand and values
2. Achieving sales objectives and targets
3. Communicating activities through the company CRM and any other internal forums
4. Collaborating with internal teams (Engineering,Product and Digital)
5. Attending Educational events and other forums to make sure Mentor product is there with demonstrations.
6. Report regularly while maintaining open communication with management within the business
7. Attend industry-specific events
8. Ability to translate technical information into simple concepts to clients
9. Evaluate and secure opportunities for new business for Mentor.
10. Setting up face to face meetings
11. Achieve monthly sales targets
12. Work with Product and Digital teams to market the Mentor App successfully through website and social media platforms.
13. Attend industry events representing Mentor as required.
14. Other duties as directed by the Project Manager.
15. Comply with safety rules, report all accidents and incidents and raise any safety issues or concerns.
16. Adhere to and comply with all Mentor policies and procedures.

**Person Specification**

* Dynamic and sales driven
* Understanding of data analysis, reporting and presenting results
* Good understanding of machine learning and emerging trends
* Self motivated and passionate
* Ability to work autonomously

## Qualifications:

Tertiary qualifications in Sales & Marketing

2 years in a business development / sales position

**Confidentiality Statement:**

During the course of your employment you may become aware of confidential information in relation to the company and its clients. It is a condition of this offer and your employment that this information is kept confidential by you both during and after your employment with the company.

**I acknowledge that I have read and understand what is expected of me in fulfilling the requirements of my role.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_