

POSITION DESCRIPTION

POSITION: *Business Development Officer*

REPORTS TO: *Chief Operating Officer (COO)*

DEPARTMENT: *Administration*

LOCATION: *Wellcamp Airport*

INCUMBENT:

DATE:

PURPOSE OF JOB

Manage the recruitment and pre-enrolment communication of domestic and overseas students. Provide comprehensive administrative and marketing support to the Business Development Manager and support with proposal and presentation material.

TIME ALLOCATION

- 30 hours will be allocated to business development duties
- 10 hours will be allocated to non-business development duties

BUSINESS DEVELOPMENT PRINCIPAL ACCOUNTABILITIES

- a. Process and respond to incoming student enquiries.
- b. Download applications from QGPA website and prepare filtering lists for review with QGPA COO and FTA BDM.
- c. Schedule QGPA selection testing and administer PILAPT, TalentQ tests, CBT and subsequent interviews.
- d. Follow up on leads.
- e. Provide incoming students with the required documented information.
- f. Assist with drafting training agreements for students.
- g. Assist in the preparation of marketing material for marketing events.
- h. Attend (where possible), seminars, exhibitions, air shows and other marketing events as required by the Manager Business Development
- i. Conduct college tours as required.
- j. Cover other administrative roles as the need arise as directed by a Manager.

ATTRIBUTES AND EXPERIENCE

- a. Strong customer focus
- b. Sound level of computer literacy

- c. Excellent communication skills
- d. Good listening and interpersonal skills
- e. Pleasing disposition
- f. Proven administrative experience.
- g. Basic aviation background knowledge (desirable).

WORK HEALTH AND SAFETY

- a. Work in a safe manner without risk to yourself, others or the environment.
- b. Complying with the WHS management plan, and following all standard operating procedures.
- c. Report all incidents to the supervisor.
- d. Report all injuries and illnesses to the designated first aid officer and WHS officer.
- e. Report all WHS hazards to WHS representative or WHS officer.
- f. Active participation in agreed WHS consultation mechanisms, including provision of suggestions on how WHS issues can be addressed or WHS methods may be improved.
- g. Seeking of assistance if unsure of WHS rules or work methods.
- h. Report any faulty tools, plant or equipment to the supervisor.
- i. Compliance with and adherence to all workplace rules.
- j. Correctly using, maintaining and caring for all personal protective equipment provided.
- k. Compliance with all emergency and evacuation procedures.

OTHER ACTIVITIES

- a. Responsible for providing input and offering recommendation for the improvement of company processes and procedures.
- b. Compliance with the organisation quality systems as they relate to their area of activity.
- c. All other reasonable activities, as requested by management.

ACKNOWLEDGEMENT/ACCEPTANCE

Signature of job holder: _____ Date: _____

Signature of supervisor: _____ Date: _____