



spacecubed

SALES COORDINATOR

Organisation name: Spacecubed

Location: FLUX 191 St Georges Tce Perth WA 6000 and Riff 45 St Georges Tce Perth WA 6000

Position Type: Full time position

Start date: Immediately

About the position

You are an engaged salesperson who is not just about selling a workspace, but about advocating our community as well. You know each and every one of our residents and you help them with whatever they need - plus, you do it all with an awesome attitude.

You are responsible for ensuring our future members receive efficient and superior levels of service, and have a solutions-focussed approach so everyone wins with each deal closed.

Role specific responsibilities:

- Achieving revenue targets for recurring memberships at Riff, FLUX, and any future spaces
- Taking all new member enquiries
- Assisting with invoice queries
- Monthly and weekly reporting
- Contract administration and tracking - renewals, cancellations
- Booking and taking tours for prospective members
- Working with the Marketing team to identify potential campaign ideas to attract new members
- Providing feedback from tours about the space and services to help refine our offerings
- Assist with training any future sales staff
- Attend networking events, internal & external, average of 2 per week

Additional responsibilities

- Back-up hosting (infrequent) - Answering phone enquiries, greeting members, general hosting duties
- Identifying possible businesses partnership opportunities for the broader Spacecubed business
- Leading by example with personal presentation and conduct
- Liaise with other team members to ascertain upselling opportunities within the community

Skills and Experience

- Minimum 2 years sales experience (B2B or B2C)
- Sales planning experience
- Confident with learning new computer programs
- Adaptable work style
- Autonomous self starter

You do not need IT experience for this job, but you **must be comfortable** with software tools and ready to learn new systems.

About Spacecubed

Spacecubed is a Social Enterprise, designed to support 100,000 changemakers by 2025. We achieve this through inspiring and collaborative spaces. Our entrepreneurial hubs, programs and events move people from ideas to action. Tackling some of the big social, environmental and economic challenges of our time.

This position offers the right candidate an excellent opportunity to be part of something incredible, meet many amazing people and apply your skills to positive social change throughout the state.

We are an equal opportunity employer and strongly support applications from diverse backgrounds and communities.

To Apply : Submit your resume and a cover letter here - spacecubed.wufoo.com/forms/apply-for-a-position-at-spacecubed/

Please include in your cover letter a short paragraph as to why you think you would be a great fit for this role and how you can help grow our community.

Job Type: Full-time

Salary: \$55,000.00 to \$75,000.00 /year