



Position Description

Title: Account Manager Catholic Education

Reports to: CEO.

Based at: Mulgrave Vic.

The Company

John Garratt Publishing is the leading publisher, distributor and retailer of religious books in Australia. It has a unique publishing program providing resources that are in demand by religious institutions. It has enjoyed double digit growth in this area over the last three years and projects similar growth in the future.

The company sells directly to religious organisations throughout Australia with particular focus on Catholic schools.

Two key products, the *Catholic Youth Bible* and the *Catholic Youth Diary*, are major resources used by Catholic secondary schools which have achieved considerable growth since their introduction.

We seek a results oriented person to manage and grow this aspect of our business by building on the already strong relationships we have built with Catholic High Schools. A background in Catholic education, in particular religious education, would be an advantage.

Overall responsibilities

Achieve the sales budgets to the designated market

Stay well-informed on developments in Catholic education, in particular religious education, both here and overseas.

Build on existing relationships with Catholic primary and secondary schools throughout Australia to maintain and grow sales revenue from key products.

Build on our customer database.

Liaise with schools to co-ordinate the gathering of content to ensure accuracy and timeliness in the production and delivery of the Catholic Youth Diary.

Specific tasks within overall strategy

- Visit Catholic schools and other appropriate private schools and Catholic Education Offices
- Prepare action plans and schedules for the implementation of the education account plan.
- Liaise with key personnel in schools including principals and RE coordinators
- Attend relevant conferences and other events to represent the company
- Collect information to maintain the customer database
- Prepare promotional materials.
- Coordinate the receipt of information from individual schools for insertion into their customised resources.
- Project manage the order process to ensure accuracy and timeliness of delivery of products
- Prepare presentations, proposals and sales contracts.
- Identify and resolve client concerns.
- Liaise with the publisher on new product and service opportunities, special developments, information, and feedback gathered through field activity.
- Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.
- Other duties as assigned.

Person profile -

Personality: Good communicator, self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. Enjoys working with people and is a natural forward planner. Mature, credible, and comfortable in dealing with church authorities. Well presented and businesslike. Is sufficiently mobile and is flexible to travel. Is comfortable with responsibility and accountability. Is able to get on with others and be a team-player. Has a willingness to learn.

Personal Situation: Must be mature and domestically secure. Is able to travel regularly and spend three to four nights away without upsetting domestic situation. Is able to work flexible and extended hours when required.

Specific Job Skills:

Excellent sales and communications skills

Have good knowledge of trends in religion in Australia.

Possess outstanding communication and networking skills.

Have the ability to communicate effectively with church leaders, diocesan staff, and religious organisations.

Experience in working in or with a Catholic high school

Ability to persuade and influence others.

Ability to develop and deliver presentations.

Ability to create, compose, and edit written materials.

Have a good knowledge of advertising and sales promotion techniques.

Have knowledge or experience in working with Catholic secondary schools.

Salary package around \$70,000. Plus expenses.

A reliable well maintained motor vehicle is required, together with a valid driver's license.

To apply write directly at recruit@johngaratt.com.au
