

## POSITION DESCRIPTION

Research Coordinator (Part-time Contract Position)

**PERTH  
CONVENTION  
BUREAU**

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### *POSITION OBJECTIVE*

The Research Coordinator has primary responsibility for researching and identifying conference bidding opportunities for Western Australia.

### *REPORTING RELATIONSHIPS*

The Research Coordinator reports to the Director of Business Development - Associations.

### *MAIN RESPONSIBILITIES*

#### *Internal*

- Undertake market research to identify national and international conference leads for the Business Development team
- Keeping informed with local/national news to explore opportunities aligned with areas of excellence/research developments.
- Source potential local convenors and applicants for the annual Aspire Program
- Maintain accurate client and event data on the internal CRM program, Simpleview
- Handling and directing client calls
- Assisting in projects and administration tasks as required or directed by Executive staff.

#### *External:*

- Ability to establish contacts and liaise with senior people across industry, government and academia in a professional manner at all times
- Represent PCB at selected events and industry functions.
- Develop and maintain a strong understanding of PCB members' product/service and how it can best meet the needs of the Association and Corporate market.

### Other Requirements:

- The ability to work outside of normal business hours is an essential requirement of this position.

## Personal Attributes

### *Skills:*

- Excellent interpersonal skills and ability to establish strong professional relationships with industry, government and academia
- Excellent written and verbal communication skills
- A curious mindset and an ability to think strategically
- High level of computer literacy with proficiency in Microsoft Office applications
- Demonstrated ability to work in a structured and methodical manner
- Uses time effectively and is productive
- Professional telephone manner
- Ability to work and contribute to a dynamic team environment

### *Knowledge:*

- Understanding of the association/not-for-profit sector
- Experience in a research role, business development or membership environment is desirable
- Experience in the Tourism or Hospitality industry would be an advantage

### **Qualifications :**

Relevant TAFE or tertiary qualifications desirable.

To apply, please email a cover letter addressing your suitability for the role along with your full resume and salary expectation to [tmckay@pcb.com.au](mailto:tmckay@pcb.com.au) by close of business on **Friday 26 April 2019.**