

Business and Programs Manager

APPLICATIONS CLOSE TUESDAY 5TH JUNE 2007 AT 9AM

- Dynamic team environment
- Full time position. \$48,000 - \$65,000 (part-time pro rata can be considered)
- Located in Camberwell

Do you have high level management and communication skills to deliver innovative programs, education and training activities and events with the expertise and passion to make a difference?

International Specialised Skills (ISS) Institute Inc. is seeking a dynamic individual as part of their successful and growing team. This is an excellent opportunity to diversify your career across sales and management.

Company

Since 1990 ISS Institute Inc., an independent, national organisation, has provided opportunities for Australian industry and commerce to gain best-in-the-world skills and experience in traditional and leading-edge technology, design, innovation and management capabilities.

The Institute identifies skill deficiencies and meeting associated need through its 'Overseas Skill Acquisition Plan (Fellowship Program)', events, education and training activities and consultancy services.

Position

You will be responsible for managing ISS Institute's 'Overseas Fellowship Program', education and training activities and events as well as developing and building new and existing relationships within industry, government, education/training institutions and firms.

Your overall purpose will be to provide an extremely high level of service and create a higher level of awareness with clients and agencies.

If you're looking for a fast-paced, supportive, consultative and autonomous role in which you can develop your sales and management skills - this is the role for you.

Candidate

To be successful it is envisaged that you will have:

- Strong relationship building skills and have a strong focus on customer service.
- Superior skills to research, identify and establish new contacts with industry, government, education/training institutions and firms.
- Highly developed commercial acumen and strategic planning skills.
- Exceptional written and oral communication skills.
- Superior project and time management skills.
- Good client relationship management skills both internally and externally.
- Excellent writing and editing skills i.e. reports, brochure copy, training materials.
- Advanced computer skills, preferably Mac.
- Excellent face-to-face and cold calling skills.
- Marketing, presentation, event management and business experience.

Resumes

If you have the capabilities to meet this position, then email your CV and a minimum of three referees to issi.ceo@pacific.net.au for immediate consideration. Enquiries to 03 9882 0055.