

BUSINESS DEVELOPMENT OFFICER

Good Environmental Choice Services Pty Ltd

Duty Statement:

Good Environmental Choice Services Pty Ltd manages the verification, certification and post-licensing activities of manufacturers seeking to obtain and maintain the Environmental Choice Australia Label. This area of work within the market is supported by continued market development and client liaison by Business Development Officers (BDO's). The role of BDO's is to further the corporate growth strategy of the organisation by getting involved in the planning, strategic deployment and closing of sophisticated client acquisition strategies. The service offering of GECS will be significantly wider than the current scope of the certification business.

This position is critical to the corporate growth plan of the organisation and a high level of personal responsibility and bonus is awarded for successful delivery of the positions objectives.

Specific Duties:

- to establish GECS as the leading environmental and sustainability consulting company in Australia.
- to establish a market development strategy which is properly scoped to capture the strong market demand for our services.
- deliver day-to-day co-ordination and operation of the business development strategy.
- establish and maintain a reliable and efficient administrative setting for the business outreach and client acquisition strategy.
- undertake direct market liaison as required through attendance at conferences, exhibitions, meetings as well as face to face meetings, email and telephone correspondence.
- ensure that suitable technical and promotional material is developed and circulated to the relevant environmental markets
- co-ordinate and train staff under this section in relation to their duties.
- keep staff abreast of new developments in relation to standards.
- manage workflow of the section, in particular the allocation of certification and market outreach time allocations.
- be generally accountable for the quality and volume of work delivered by the Business Development section.

Performance Review:

- Quarterly Performance Review by appointed officer of the Board.
- Performance review affects bonus or disciplinary action.

Bonus:

- A Bonus of 60% on top of basic wages is offered for this position and paid quarterly after the performance review and calculated on the following basis.

A score of 0-100% is given after the performance review.

If the score is less than 60% no bonus is awarded.

If the score is between 60-70% then a 10% bonus is awarded.

If the score is between 70-80% then an 20% bonus is awarded.

If the score is between 80-90% then a 40% bonus is awarded.

If the score is between 90-100% then a 60% bonus is awarded.

Progressive Levels of Disciplinary Action for Non Performance Against These Duties:

1. 1st warning and advice as to non-conformance. (verbal)
2. 2nd warning and advice and clear advice as to non-conformance (verbal)
3. 3rd warning and advice as to non-conformance (written)
4. 4th warning and advice and temporary disciplinary action as to non-conformance. (written)
5. 5th warning and periodic dismissal for a period of no less than 48hr from the office environment or downgrade to a less responsible position. (written)
6. 6th warning permanent demotion or dismissal. (written)

Signed:

Officer

GECS Authorised Officer