

## **SALES AND MARKETING 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 Sales and Marketing Officers (SMO's). The role of SMO's is to provide support to the corporate growth strategy of the organisation by getting involved in the direct market outreach and closing of sophisticated client acquisition strategies.

#### **Specific Duties:**

- to help establish GECS as the leading environmental and sustainability consulting company in Australia.
- day-to-day participation in the operation of the business development strategy.
- undertake direct market liaison as required through face to face meetings, email and telephone correspondence.
- ensure that suitable technical and promotional material is developed and circulated to the relevant environmental markets

#### **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 5% bonus is awarded.

If the score is between 70-80% then a 10% bonus is awarded.

If the score is between 80-90% then a 20% bonus is awarded.

If the score is between 90-100% then a 30% bonus is awarded.

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

1. 1<sup>st</sup> warning and advice as to non-conformance. (verbal)
2. 2<sup>nd</sup> warning and advice and clear advice as to non-conformance (verbal)
3. 3<sup>rd</sup> warning and advice as to non-conformance ( written)
4. 4<sup>th</sup> warning and advice and temporary disciplinary action as to non-conformance. (written)
5. 5<sup>th</sup> 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. 6<sup>th</sup> warning permanent demotion or dismissal. (written)

**Signed:**

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**Officer**

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**GECS Authorised Officer**