



Business Development Officer (Casual Position), Canberra

A unique opportunity exists for a self-driven and experienced Business Development Officer to promote and sell the products and services of The WISE Academy. Our main target market is to the corporate / SME sector and to the sport, fitness, recreation and 'wellness' industries.

Beginning immediately, this is a casual commission-based position with a review in 2-months.

As the company is technically in a start-up position despite having an 11-year history, there is definitely room for growth – the more business you bring in, the more secure your position. We want you to be and feel an integral part of the 'virtual' team. The position requires a professional with significant breath of experience in the complex and ever evolving training (especially VET) ad education sector.

The Company

The WISE Academy Pty Ltd (RTO88136) is an ACT based Registered Training Organisation that delivers accredited training in the ACT as well as non-accredited training online and in QLD. We currently have Certificate III and IV in Fitness on scope as well as the Certificate III in Micro Business Operations and the Certificate IV in New Small Business. There are other opportunities in the pipelines for non-accredited training internationally.

The Role

Your duties & responsibilities for this role will be:

- Create new opportunities for future business development;
- Actively pursue Fee for Service and Skilled Capital and other training opportunities in the ACT and region;
- Build a strong network of employers in Canberra and region by direct contact with companies;
- Identify niche markets and establish / maintain relationships with key personnel within these organisations;
- Market and promote the suite of training to employers, Job Active providers, Group Training Organisations, and other stakeholders;
- Pursue all leads and opportunities for new business;
- Participate in expos and other promotional activities to promote training services;
- Attend networking opportunities, i.e., Canberra Business, etc.;
- Liaise with future clients to ensure all their training needs are met; and,
- Undertake all other duties, consistent with the position.

The Successful Candidate

- Proven Sales experience a must (in training / education would be ideal)
- Knowledge of and networks within the sport, fitness, recreation and wellness industry in the ACT (desirable)
- Previous experience with a Registered Training Organisation (desirable)
- Training and Assessor qualification and experience (desirable)
- Must have a current drivers licence



- Excellent computer skills
- Must have a sense of humour
- Excellent personal presentation, outgoing personality and self-motivated is essential
- Enjoys working in a 'virtual' environment
- Must be able to work independently
- Excellent written and verbal communication skills (ability to build rapport)
- The ability and willingness to learn about standards and regulations in the education industry
- Good organisational and time management skills
- Flexible work approach
- Comfortable with sales targets and KPIs
- Right to work in Australia

Only those who can cover the majority of the criteria need apply.

How to apply

Suitably qualified candidates who meet the essential requirements can make further enquiries in relation to the position can be made by calling Dr Dion Klein on 0409 817 584.

Applications including a cover letter (email cover letter is sufficient) and full resume (including your sales accomplishments) can be forwarded by email to drdion@wiseacademy.edu.au.