



COMMERCIAL PARTNERSHIPS ADMINISTRATOR

- Fantastic role for an energetic sponsorship / account management professional
- Provide strong administrative and operational support to the Commercial Partnership team
- Holden Centre location working with one of Australia's Biggest Sporting Brands

Due to a recent internal restructure, the Collingwood Football Club has an exciting, newly created position for a talented, motivated and enthusiastic professional to join our dynamic Commercial Partnerships team.

Reporting to the Head of Commercial Partnerships, this is a role for someone who is organised, has high attention to detail and is able to hit the ground running and support our existing sponsorship and accounts practices and bring new and fresh ideas to the table to further enhance this high performing team.

The key focus of this role is ensuring the Commercial Partnership team runs smoothly and are super-serviced and organised to be able to control all account management responsibilities for our Commercial Partners. This includes supporting and co-ordinating a range of sponsorship based activities, programs and events - including activations, servicing, budgeting and internal processes.

We're looking for an outgoing person who is proactive, self- driven and great at providing timely support and organisation to a small team. You will be equally as comfortable at building relationships with people and organisations demonstrating your "roll your sleeves up" attitude with regards to activating sponsor activities / programs.

Ideally the successful candidate will be tertiary qualified in Marketing (or related field), however key to your success will be a proven work history in working within a sponsorship / account management team and providing on the ball support and service. You will be commercially astute and have a proven ability to build relationships at all levels.

This role will be based at the Holden Centre and the core hours 8:30am to 5:00pm Monday to Friday however, you will also be required to participate in after-hours functions as well as the club's AFL matches (weekends & public holidays).

If you are a driven and highly motivated individual who is looking to join a high performance team and to work in an environment where you will be set up for success, then please send us a full CV and covering letter (highlighting your experience relevant to the role and salary expectations) to careers@collingwoodfc.com.au