



GRADUATE ACCOUNT MANAGER DUTY STATEMENT

Our Club values are the strong beliefs and consistent behaviours of people in our organisation. They describe the way in which directors, staff and players of the Club behave, interact & work together and determine the culture of the Club. Our values are held in high regard and protected by every member on the on-field and off-field team.

Respectful All people are treated with respect regardless of their background or position.

Precision We seek excellence in everything that we do and always look for ways to improve.

Adventurous We enjoy facing our industry's challenges and embrace progress with open arms.

Conviction Everyone involved with the Club is fully committed and gives 100 percent effort.

United We are selfless, we support and care for each other and we collaborate across our Club.

Commercial & considered We drive for good commercial outcomes but always take the needs of our stakeholders into account.

Integrity We uphold high standards of behaviour, have deep respect for honesty and always work within the rules.

Our mission is to be the greatest team of all: a club people can be proud of because of how we play the game, live our values, conduct business and engage with the community.

Section	Description
Title	Graduate Account Manager
Reports to	Corporate Partnerships Account Manager
Department	Commercial Operations
Core purpose	To learn all facets involved in managing a portfolio of support and associate sponsors, as well as gaining an understanding of work flow within our Corporate team from new business, to sales, corporate hospitality and account management (sales, servicing & retention).
Contract	2 year contract - graduate position
Work Hours	Full time, match days and some corporate events.
Duties	<ul style="list-style-type: none">Manage a portfolio of support and associate sponsorsProvide secondary account management to our Elite and Premier sponsors as requiredTo build a solid working knowledge and understanding of corporate sponsorship partnerships of Geelong CatsFor allocated accounts ensure contractual entitlements are delivered, such as match day activations and leverage promotionsAssist our sales team in the transition of new business/sales across to account managementProvide support to the corporate team to assist in achieving KPI'sRelationship Management – Develop and maintain strong relationships with external stakeholders and corporate partners to assist with customer retention and satisfactionFulfil sales and renewal processesTo develop a sound working knowledge of the Aptify CRM programHave a good working knowledge of the corporate budget so as to assist the team in achieving each KPI.To work closely with the team to assist with delivering excellent sales and servicing to all our Corporate partners

	<ul style="list-style-type: none"> 📅 Hosting – To be able to comfortably and professionally assist in hosting a corporate function or Club event. 📅 Other duties as directed to ensure the effective operation of the corporate team.
Skills and attributes	<ul style="list-style-type: none"> 📅 Tertiary qualifications in marketing, business, sports management or related field 📅 Well developed written, oral and administrative skills 📅 Well developed people skills including the ability to develop and foster relationships with a wide range of clients and service providers. 📅 Polished presentation and professionalism. 📅 The ability to manage own workload and work unsupervised, including being proactive in seeking opportunities and areas of improvement. 📅 Excellent time management and prioritisation skills 📅 IT and programs savvy
Appraisal (s)	6 monthly reviews conducted by the Corporate Partnerships Account Manager
Other	<ul style="list-style-type: none"> 📅 Current drivers license 📅 Available to work on match days and at other events as required 📅 Current Working with Children Check