



Awards Assistant

Job Description

Reports to: Awards Director (based in London, England)

Location: Perth/Sydney, Australia

Typical working hours: 09:00 -17:00 (flexible), 3 days per day (21 hours per week)

Contract: 30th October 2017 – 30 March 2018

Fee: AU\$25 per hour

Job Objectives

To research award-winning talent and exceptional work, from the design, advertising and digital industries. Drive revenue within designated territory through telesales calling to promote and communicate benefits of D&AD's Award programmes and other company wide products. Account manage existing D&AD entrants by providing information and support.

Key responsibilities

- Data Validation - Clean all current data from the designated region, using CRM system Salesforce to ensure contact details are up to date and accurate.
- Research - Conduct research project by region / territory to identify award-winning talent and exceptional work from the design, advertising & digital industry. This will be achieved through online industry press and other award shows. You will populate the database of valid contact details ready for telesales calling.
- Drive new business entries revenue within the designated territory through telesales calling to new target audience. At times you will be required to make 50 telesales calls per day to list of contacts on CRM database, which you will be familiar with. Develop rapport with your target audience and encourage them to enter.
- Sales – Drive new business sales across all D&AD products including, all awards programmes.

- Membership – administrate company membership, inputting data once sales are complete, ensuring processes are adhered to.
- Account manage – be point of contact for regular entrants.
- Promoting the D&AD brand and communicating the benefits of re-entering.

Skills/experience

- Passionate about the creative, design and digital industries and awareness of the agencies and studios within it.
- Confident and friendly telephone manner.
- Strong communication skills: objection handling and solving customer problems.
- Speak and write English fluently.
- Results driven and highly motivated.
- Experience working in an office environment.
- Computer literate with experience of data input.
- Excellent Internet research skills.
- Solid IT skills and some previous database experience.
- Proven ability to work under pressure and to tight deadlines with close attention to detail.
- Self-motivated to meet daily, weekly and monthly targets.

In order to comply with the Prevention of Illegal Working, Immigration, Asylum and Nationality Act, you will need to provide appropriate documentation that proves that you are eligible to work in Australia.

D&AD is committed to a policy of Equal Opportunity and Diversity. It is our commitment that no member of staff or job applicant will be treated less favourably on the grounds of their sex, marital or parental status, race, colour, nationality, religion, belief, disability, age, sexual orientation or gender reassignment.

Due to the number of applications we receive, we regret that you will not be contacted unless you are shortlisted for an interview. If you have not heard from us within three weeks of the closing date of your application you should assume that you have not been successful on this occasion.