

# Part-Time Sales & Body Scan Analyst

Job title: Sales & Marketing Officer/Body Scan Analyst

**Classification:** HPSSA – Support services level 5, \$23.88/hour (plus super)

**Vacancy Type:** Part-time, 15 to 20 hours a week with capacity to grow as workload increases.

**Duration:** 6 months contract with possibility of extension based on performance.

**Contact Officer:** Kate Freeman (02) 6174 4663 / [kate.freeman@healthyeatingclinic.com.au](mailto:kate.freeman@healthyeatingclinic.com.au)

**Closing date for applications:** 19<sup>th</sup> May 2021

## ABOUT US:

The Healthy Eating Clinic is Canberra's premium nutrition and dietetics practice offering a range of services based on proven nutrition advice to help their clients eat well and maximise their health. Our skilled dietitians provide a wide range of services including but not limited to:

- Chronic disease management
- Weight management
- Food intolerances
- Gut health and IBS management
- Paediatrics and fussy eating
- NDIS related services
- DVA related services

## OUR VISION:

We exist to set people free from food stress and teach them how to eat well for the rest of their life.

## OUR VALUES:

Push Boundaries, Exceed Expectations, Care and Support, Communicate, World's Best Practice, Love Food, Enjoy the Journey

## ABOUT THE ROLE:

We have big ambitions and goals in 2021 for business growth and development, and we are looking for an experienced Sales and Marketing Officer to join our team. This is a new position, and the successful applicant will help grow and shape the role through high involvement in the creation of sales and marketing procedures and processes. You will be expected to work across both our Canberra-based clinics in Woden and Harrison, where you will be joining a team of nutritionists, dietitians and admin support staff. Working hours will be between 7:45am and 7:15pm across 4 days a week.

Primary responsibilities include:

- Conducting body composition scans using our InBody 570 scanner, and follow-on sales of appropriate services with clients.
- Sourcing leads and establishing meaningful relationships with Canberra-based gyms and personal trainers.
- Developing and implementing effective customer retention strategies.
- Assisting in maintain social media presences.
- Other marketing tasks as required by the managing director.

## ABOUT YOU:

We're looking for someone who is highly invested in being part of a collaborative team and committed to growing The Healthy Eating Clinic as Canberra's specialists in nutrition and dietetics. We have big goals, and we'd love a special kind of person to help us achieve them!

- You must love working towards sales goals and key performance indicators (KPIs).

- You must have strong interpersonal, oral and written communication skills, and be confident in dealing with clients one-on-one.
- You must have a friendly and enthusiastic personality to promote our services with experience in direct-to-consumer sales and promotion.
- You must have good organisational skills, the ability to juggle competing priorities and work with little supervision.
- You must have a passion for health and wellness and a desire to communicate evidence-based information to our clients under the guidance of our team's nutrition professionals.
- You must be a team player and be willing to contribute to all facets of the business as required.

**ESSENTIAL SELECTION CRITERIA:**

- Demonstrate a passion for working in the health, nutrition and fitness industry.
- Proven experience and excellence in a sales or marketing role, including lead nurturing and building relationships with external organisations for the purposes of achieving broader business goals.
- Demonstrate well-developed interpersonal, written and verbal communication skills with the ability to communicate with internal and external stakeholders including the multi-disciplinary team.
- Demonstrate high level of organisational and time management skills with the ability to apply these to work priorities and tasks.
- Consistently demonstrates behaviours that reinforce the values of our company.
- Be entitled to live and work unrestricted in Australia.

**DESIRABLE SELECTION CRITERIA:**

- Experience using marketing automation such as Mailchimp, HubSpot, CliniqApps
- Experience using creative applications: Canva, Adobe Suite

**HOW TO APPLY:**

Please submit the following to [admin@healthyeatingclinic.com.au](mailto:admin@healthyeatingclinic.com.au). Applications close 19<sup>th</sup> May 2021.

- Resume
- Maximum two-page cover letter addressing the essential and desirable selection criteria above