

Job titles / functions available for selection

Job Folder Codes Senior Management & PA's

CEO	Chief Executive Officer	DIR	Director
CHM	Chairperson	PNR	Partner
CT	Corporate Treasurer	SEC	Executive Secretary
CYS	Company Secretary	SMG	Senior Management
DGM	Division General Manager	SPS	Senior Public Servant

Status Folders

FIN	Financial Decision Maker	MDM	Marketing Decision Maker
HR	Human Resources Decision Maker	OPS	Operations Decision Maker
ITM	IT Decision Maker	SSM	Senior Sales Decision Maker
LOG	Logistics Decision Maker		

Available Status Options: **OPC – Organisational Principal Contact** **PC – Principal Contact**

MMC – Middle Management Contact **JC – Junior Contact**

Other Folders

ACC	Accountant	LEG	Legal Manager
ACD	Academic	MFG	Manufacturing Manager
ADM	Administration Manager	MGR	Manager
AUD	Auditor	MNT	Maintenance Manager
BDM	Business Development Manager	OFF	Office Manager
BRK	Broker	OHS	Occupational Health & Safety Manager
CCM	Call Centre Manager	OTH	Unclassified Personnel
CM	Creative Manager	PAY	Payroll Officer / Manager
CON	Consultant	PCH	Purchasing Manager
CRD	Credit Manager	PCY	Policy Manager
CRM	Customer Relationship Management	PLN	Planning Manager
CRT	Contract Manager	POL	Politician
CS	Customer Services Manager	PRJ	Project Manager
ECM	Electronic Commerce Manager	PRM	Public Relations Manager
EDT	Editor / Journalist / Writer	PTY	Property Manager
ENG	Engineer	QAM	Quality Assurance Decision Maker
ENV	Environment Manager	R&D	Research & Development Manager
EVT	Events Manager	RSK	(Financial) Risk Manager
EXP	Export / Import Manager	SOL	Solicitor
FBV	Food & Beverage Manager	SUP	Superannuation Manager
FLEET	Fleet Manager	TAX	Tax Manager
FMM	Fund & Money Manager	TCH	Technical Manager
IAV	Investment Adviser	TEL	Telecommunications Manager
KNW	Knowledge Manager	WEB	Web Masters & Website Developer
LBY	Corporate Librarian		

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Job Folders

A Job Folder is more akin to a Job Function than an explicit Job Title.

For example, CEO – Chief Executive Officer Folder will give you the ‘Chief Executive Officer’. It will also give you the ‘Managing Director’, ‘General Manager’, ‘Owner’ and anyone considered the most senior decision maker in the business. Our CEO Job Folder is effectively what other companies call the SDM or Senior Decision Maker.

This principle of ‘Function over Title’ applies to all the Job Folders to ensure that you receive the right decision maker without having to list every Job Title combination.

A single contact may have more than one Job Folder provided that it is part of their function.

If required, we have the capability to search for exact Job Titles, or look for specific words within titles.

Status Options

Status Options are only available to Status Folders (FIN, HR, ITM, LOG, MDM, OPS, SSM as seen on Page 1).

Each Status Option indicates the level of seniority. For example, if you would like to capture Information Technology (Middle) Managers, it would translate to ITM – MMC and if you would like to capture Information Technology (Middle) Managers **and above**, it would translate to ITM – OPC, PC, MMC.

In order of seniority: **OPC Organizational Principal Contact**

Definition

The OPC is the most senior contact in a company for a particular status folder.

Example

FIN OPC may be a Chief Financial Officer

PC Principal Contact

Definition

The PC is the most senior contact in a location or office for a particular status folder.

Example

LOG PC may be a Regional Logistics Manager

MMC Middle Management Contact

Definition

An MMC is any contact with a status folder that does not have the OPC or PC status and has a job title that refers to a management position or higher (E.g. Manager, Director, Chief, Head, Group, Superintendent etc).

Example

MDM MMC may be a Marketing Manager