

## **Job Title: Office Administrator / Sales Support**

The main focus of this role is to support the sales team and co-ordinate distribution activities.

### **Your specific duties include:**

- Processing sales orders.
- Assisting customers with product enquiries
- Identifying procurement requirements to meet sales order commitments
- Communicating with freight companies to follow up customer delivery enquiries

### **Applicants must possess the following attributes:**

- Attention to detail
- Self-motivated and a "can do" attitude
- Always greeting customer with a warm smile
- Able to communicate effectively with team members.
- A willingness to accept responsibility and take ownership in your work
- The ability to prioritize competing requirements to ensure deadlines are met
- The desire and ability to learn new skills such as product functionality and specifications

In return for your hard work, we offer you competitive remuneration coupled with exciting career opportunities within a successful growing company.

If you are keen to join a company which offers career development and job stability, email your CV to: [michael.chen@eurofit.com.au](mailto:michael.chen@eurofit.com.au)