

## Sales Administration

Wood Recruitment • All Perth WA



Not provided



Work type  
Full time



Contract type  
Permanent

### Job details



Date posted  
**05 May 2022**



Expired On  
**04 Jul 2022**



Category  
**Admin & Office Support**



Occupation  
**Sales Administrator**



Base pay  
**Not provided**



Contract type  
**Permanent**



Work type  
**Full time**



Industry  
**ENVIRONMENTAL SERVICES**



Sector

### Full job description

Our client is a leading waste management company located in the Northern suburbs and is seeking an experienced Sales administrator.

#### **What you'll be doing:**

- Complete detailed and accurate reporting and processing of sales results, sales commissions, and customer service agreements
- Liaise with and support our management team
- Ability to learn and use internal administration systems as well as support the team using the internal CRM
- Effectively manage internal and external communication ensuring timely responses
- Follow up and action tasks as required in an efficient, accurate and timely manner
- All other duties as reasonably required to support the sales and administration teams

#### **What you'll need:**

To be successful in this role you will need to demonstrate the following:

- Minimum 3 year administration experience
- Professional, outgoing, personable, and passionate by nature
- Excellent written and verbal communication skills
- Exceptional attention to detail whilst working at pace
- Excellent time management and organisational skills to effectively manage a range of tasks

- Proficiency with Microsoft Office programs and the ability to learn new internal technology and reporting programs
- Strong desire and ability to work autonomously on tasks whilst working closely within a supportive team

***What's in it for you:***

- A Safe, professional, and inclusive work environment
- Stability of a national, family owned and operated business with over 90 years in the industry
- Training, mentoring and support in the role will be provided

How to apply:

To complete your application for this position please click on the "APPLY" button below. Online applications are preferred however for a confidential enquiry please call 08 9221 8122.