

Administration Pricing Officer Work either in Lyndhurst| Campbellfield| Geelong

Just Recruitment • All Melbourne VIC



Base pay
\$29 - \$30



Work type
Full time



Contract type
Contract

Skills

MICROSOFT OFFICE

STRONG COMMUNICATION SKILLS

MICROSOFT OUTLOOK

ANSWERING

OFFICE SUPPORT

Full job description

- Flexible to work in either location Lyndhurst, Campbellfield or Geelong
- Hours of work are flexible – starting time can be between 7am and 9.30am
- Days are Flexible work either 4 days or 5 days a week
- Hourly rate depending on experience is between \$29 - \$30 + super

Our client is an Australian known icon, with global success, spanning 18 countries with a team of over 14,000 people. They are manufactures of steel building products.

The Opportunity

A rare opportunity to join their commercial team in their building components division as an Administration Pricing Representative, plus

- The Flexibility of work location – You can choose to be based at **Lyndhurst, Campbellfield or Geelong Offices**
- Days are Flexible you can choose to work 4 days or 5 days a week
- Hours are Flexible you can start between the hours of 7am and 9.30am

Job details

Date posted
12 May 2022

Expired On
12 Jul 2022

Category
Admin & Office Support

Occupation
Sales Administrator

Base pay
\$29 - \$30

Contract type
Contract

Work type
Full time

Job mode
Standard business hours

Work Authorisation
 AUSTRALIAN CITIZEN / PERMANENT RESIDENT

The Job

Reporting to the commercial manager, your tasks will vary across a range of office activities

- You will be responsible for assisting the sales team while they are on the road with:
 - Product pricing
 - Preparation of quotes
 - Answering customer queries
 - Product code and credit processing.
- Maintaining customer and project pricing data into the system

About You

You will enjoy juggling multiple tasks and ideally possess the attributes set below:

- Experience in similar pricing, administration and/or office support environment.
- Strong communication skills
- Computer competency and understanding of Microsoft Office suite (eg Excel/Outlook)
- Ability to work autonomously and with others across different business levels.
- Strong attention to detail and numeracy skills

As our client continues to go from strength to strength, a career with them provides you with the opportunity to grow and be rewarded. To apply forward your resume to tsmith@justrecruitment.com.au