

Sales Support Admin

Hays • All Perth WA



Base pay

\$25 - \$35 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

07 Jul 2022



Expired On

22 Aug 2022



Category

Manufacturing, Production & Operations



Occupation

Sales Administrator



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\$25 - \$35 /hr



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Full job description

Your new company

Our client are in need of an experienced administrator to join their team over the next 9 months in a admin / sales support role. They are a leading car dealership nation wide and will be based in their office within Subiaco/ Perth CBD.

Your new role and responsibilities but not limited to

- Support the Sales team through administration
- Answering and directing calls in the professional manner
- Excellent customer service
- Ensuring safety protocols are kept up to date and followed (ie. sign in, sign out, evacuation points)
- Working with basic sales enquiry's
- Scheduling appointments when required
- Assisting in the preparation of sales contracts and agreements when required
- Liaise with the Sales department with progression of tasks
- Completed ADHOC admin tasks as required

What you'll need to succeed

- Solid Administration experience will be a success factor in this role
- Strong communication skills - both verbal and written - Clear and Concise
- A positive attitude and strong work ethic
- Willingness to learn and develop
- Solid understanding around MS Suite - including Excel
- Great attention to detail

What you'll get in return

- Training throughout the role for the right candidate
- Potential for the role to extend or go permanent

- Competitive hourly rate
- Work within a company with values
- Create positive working relationships

What you need to do now

If you're passionate about this role and ready to step into a new environment, click 'apply now' or for more information and a confidential discussion or to find out about other opportunities in Office Support & Administration contact Emma-Kate Blair at Hays on (08) 9265 9146 or email emmakate.blair@hays.com.au

At Hays, we value diversity and are passionate about placing people in a role where they can flourish and succeed. We actively encourage people from diverse backgrounds to apply.

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