

## Job Vacancy: SALES ADMIN & DATA

This is an opportunity to join the cohesive, dedicated and successful small business team at Vision Packaging (Aust.) Pty Limited, provider of rigid plastic packaging products and services.

We are seeking to fill the full-time position of 'Sales Administration and Data'.

### Key Responsibilities include:

This position plays a valuable support role in day-to-day business functions, and requires a focussed, enthusiastic approach to achieving outcomes across the following areas:

High degree of numerical based customer order entry.

High degree of data handling & entry (particularly in Excel).

General admin, which may include assist with phone answering, reports, filing and general business matters.

### Primary Duties include:

#### SALES ADMIN

1. Receive and enter the Customer Sales Order.
  - a. Liaise with the Customer to clarify order requirements.
  - b. Check Customer sales history to verify correct item at correct price to correct delivery location.
  - c. Enter the Sales Order into the system.
  - d. Trigger update of Customer Pricing data for the order.
  - e. Trigger update of Product Spec for the order.

#### DATA

2. Data Handling, with a high degree of working in Excel.
  - a. Maintain product specification data.
  - b. Maintain pricing data.
  - c. Prepare customer price lists.

#### GENERAL ADMIN

3. **(When required)** Answer telephone, attend Reception
4. Perform support for Sales enquiries, quotes and reports.
5. Maintain records & filing.
6. Assist with general business matters.

## Essential Requirements include:

### Experience:

- **Pre-requisite:** Clearly documented experience in similar duties is to be provided on the application.
- Medium knowledge of our products and procedures is required to effectively achieve job outcomes, and on-the-job training will be provided.

### Technical skills include:

- **Pre-requisite:** Strong skills and interest in working with MS/EXCEL
- **Pre-requisite:** Moderate+ skills in MS/WORD and MS/OUTLOOK.
- CIN7 experience is an advantage, but not essential as training will be provided.

### Character attributes include:

#### All Pre-requisites:

- Well planned, well organised, Ability to multi-task and handle a degree of urgency.
- Attention to detail with high level of accuracy, especially with numbers and data fields.
- Warm, approachable persona and telephone skills.
- Responsible and competent to autonomously work to a high standard.
- Work within a team and contribute to a good natured, non-disruptive camaraderie.
- Present an inviting, professional company image for the packaging industry, and observe a high standard of professional conduct.
- Initiative to apply the role to be both personally rewarding as well as highly effective for Vision Packaging.

## Job Application

To apply for this position, candidates are requested to email their resume and covering paragraphs to:

Careers Co-ordinator: [careers@visionpackaging.com.au](mailto:careers@visionpackaging.com.au)

Email Subject: Job Application

**Applications close: Friday 7<sup>th</sup> September 2018**

Candidates who have a proven track-record in similar duties and present their history of success will be considered for interview. Salary will be commensurate with experience.