



Title: Sales and Office Administrator

Overview: We are seeking two to three part time/full time staff to cover and manage the general administration and sales of the business over a 7 day period. Applicants must be willing to cover 1 -2 weekends per month on a roster basis. Total number of hours will be by negotiation (total hours will not exceed 38 hours for full time). Wage negotiable depending on experience and skill level.

Position Commences Mid to Late February 2012.

Duties will include:

1. Providing customer service (before and after sales)- Responding to telephone and email enquiries
2. Sales via telephone, email and walk in customers
3. Carrying out all aspects of customer service to new and existing customers
4. Assist with and carrying out marketing activities
5. Communicating with suppliers
6. Processing all financial transactions and reconciling daily and monthly using Quickbooks
7. Managing Contractors and scheduling
8. Scheduling delivery routes and Stock Pick up according to sales and organising contractors
9. Stock Control
10. General Office Administration
11. Accommodation Administration, planning and organisation (This involves customer service, organising cleaners and cleaning in the absence of regular cleaners)
12. Assist other members of the team to ensure smooth running of the company - this could include occasional work in the tree farm and accommodation.

Skills Required:

1. Flexibility in your approach to work and have the ability to build relationships easily.
2. Willingness to take responsibility and problem solve
3. Excellent communication skills
4. IT/Computer literacy and intuition – the ability to use, Outlook, Google, Google Maps, Word, Excel as well as willingness to learn other software applications.
5. Good Financial literacy
6. Quick books Knowledge preferred but General business Accounting knowledge will be fine
7. Manual Drivers Licence required
8. Willingness to work at least 2 weekends per month.
9. Excellent Spelling and Grammar
10. Ability to prioritise tasks and customer sales potential
11. Ability to think and to be innovative (to develop new systems etc to increase efficiency)

Application Process:

Please send application and resume to admin@blerick.com.au. **NO PHONE CALLS PLEASE.**