



## Sales Administration

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- Strong Customer Service Focus!
- Join the Sales Team!
- South Guildford location!

We currently are seeking a customer service focussed person to join our Sales team in the role of Sales Administration.

This role will provide will be a point of contact for initial enquiries from potential customers, and assist existing customers with general enquiries and support, reporting to the Sales Manager and assisting Sales Representatives.

### **Selection requirements:**

- Performed a similar type role preferably in the transport/logistics industry.
- Customer Service focussed
- Strong Administration and Organisational Skills
- Have an understanding of sales related pricing and costings
- Systems and spreadsheet experience

To be considered to join our team and further develop your career within a fast moving industry we would love to hear from your so... forward your resume via seek today!

### **Please forward your application to**

HR Officer, K&S Freighter Pty Ltd

PO Box 57, Laverton VIC 3028

Email: [careers@ksgroup.com.au](mailto:careers@ksgroup.com.au)

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