



Sales and Administration Support Coordinator

Eagles The Plumbing Shop is a well-established Australian owned business with three locations in NSW, including a 3,000 SqM site at Prestons, and a well located site on the Gold Coast. As a trade specialist we serve the industry professional with a product range spanning civil products, hot water, pipe and fitting, bathroom taps and sanitary-ware, kitchen appliances, specialist pool products and everything in between.

We are in the process of relaunching our showroom and builders upgrade centre at Prestons, and we have a great role for a bathroom and front-of-wall specialist. You will be part of a small team operating as the Sales and Administration Support Coordinator, working closely with Sales, to provide product sales and administrative support, liaising day to day with an established client base including small to medium builders; interior designers; owner builders; and granny flat builders. You will need to build relationships with supply partners, and your role will also involve providing specialist support for inbound sales enquiries from other branches, and also responding to retail customer enquiries too.

Key selection criteria:

- You will ideally come from within the industry and / or have relevant product knowledge and experience and be looking for your next career move and a new challenge in sales and sales administration. However a 'can do' attitude and willingness to develop the skills needed to succeed in the role are a prerequisite.
- Based at Prestons, and supporting the three NSW branch teams, you will need to enjoy being part of a small team but also have the confidence to operate autonomously, with minimal supervision, and the ability to quickly develop relationships using your sales, product knowledge and industry experience.
- You will be well organised, with confident IT abilities, have excellent time management, be well presented with good communication and administration skills.

- You will have a solid employment history and a clean current drivers' license is mandatory as you may on occasion be required to attend meetings or move between branches.
- This is a new full-time position which will include occasional Saturdays. Fast moving and each day will be different, so juggling priorities will make it challenging, but it will be a rewarding role in a great company.

The Package

We will reward the successful candidates with an industry competitive package dependent on experience. Permanent full-time role, immediate start available, hourly rate + OT + leave loading + Super paid weekly + uniform provided + generous staff discounts + training.

To Apply

All enquiries will be handled in strictest confidence. If you're interested, and feel you have the drive and experience to succeed in the role, please send a current resume and a detailed cover letter to Karl Penn, General Manager (kpenn@eaglesplumbingshop.com.au), covering the key selection criteria before 18 June 2021.

No recruitment agencies please.