

Retail Sales/Administration Assistant

Everything begins with passion, a legacy from the Saputo family, which offered tasty and quality cheeses to its community. Today, after more than 65 years, the company employs thousands of dedicated employees, proud of their role, who work day after day to deliver quality products to customers and consumers. To learn more visit us at <http://www.saputo.com/en/careers>

MG Trading is a wholly owned subsidiary of Saputo Dairy Australia operating a range of retail stores and fertiliser depots throughout Victoria, New South Wales and Tasmania which service these farmer catchment areas with their farming requirements.

We are seeking an experienced Retail Sales/Administration Assistant to join the team at our MG Trading store in Colac on a permanent full-time basis.

Reporting to the Store Manager, the Retail Sales/Administration Assistant is responsible for providing high levels of sales support, driving sales and assisting with customers enquiries and farming requirements. In addition, the role will also include assisting with merchandising and inventory control.

Duties:

- Provide high level sales support and product knowledge to drive sales and engage with and motivate customers towards making a purchase.
- Assist with opening and closing procedures inclusive of balancing registers and providing support to the Store Manager as required with banking.
- Undertake daily sales coordination including recording of stock receivals, allocation of stock and dispatches to monitor inventory movement.
- Monitor stock levels, storage and accessibility, perform stock takes and ordering to ensure adequate supply.
- Assist in loading and unloading deliveries to ensure stock is packed and put away.
- Assist with executing visual merchandising, ensuring stock is well presented to encourage and attract sales.
- As required, complete administrative tasks for the store as directed.
- Cleaning duties in the store, drive-thru and yard as required.

Essential Criteria:

- Experience in a merchandising/sales role in the retail industry.
- Experience in providing customer service with the ability to build strong relationships.
- Vibrant and energetic personality; someone who thrives off customer interaction
- Computer knowledge and experience with POS systems
- Excellent literacy and numeracy skills
- Certificate in retailing, merchandising, sales and marketing or related field of study desirable.

For more information please contact Harold Hanlon, Store Manager & Technical Sales Agronomist Colac via email Harold.Hanlon@saputo.com

To apply please email your application to aus.recruitment@saputo.com

Applications close Friday 4th December 2020

Saputo Dairy Australia is an equal opportunity employer

As we receive a high level of interest in our opportunities, only short-listed applicants will be contacted