



## **Sales Administrator - Equipment**

We are seeking an experienced sales administrator who will take-charge of their own area of the business and strive to be a success. The position requires the individual to work with suppliers, contracted partners and internal stakeholders. You must be computer literate with the ability to learn new software programs quickly and have the desire to be successful by achieving KPIs and budget.

Do you have:

- Excellent organisational skills
- Positive can-do attitude
- Ability to work closely with others as well autonomously
- Excellent communication skills
- Strong knowledge of Microsoft Office products – in particular Excel and Word
- Minimum 3 years' experience in a similar or customer service role with a strong customer focus
- Experience within dental, medical or pharmaceuticals would be advantageous
- Ability to implement and follow company processes

As the Sales Administrator for our Equipment Division you will be responsible for:

- Co-ordinate all equipment orders across Australia or New Zealand
- Work closely with the Equipment Sales Team – both employees and Dealers to provide relevant information regarding equipment sales and the co-ordination of orders
- Allocate stock in line with sales orders so that the products can be dispatched in full and as required for our customers installations
- Ensuring that all X-ray licenses are up to date for both us to supply and our customers to purchase
- Working closely with our Finance Team and Finance Companies to co-ordinate customer payments for their purchases to ensure timely dispatch of products
- Working closely with our Delivery Team to ensure product is purchased from the supplier and dispatched correctly to our customers
- Work closely with the domestic and international freight forwarders to ensure safe and timely delivery of products to our customers
- Administer movement of all equipment stock



We pride ourselves on “educated people who continually improve individual capability, processes and product knowledge.” We are passionate about helping dental professionals provide the best possible care, whilst understanding our customer needs, by providing relevant products and honest advice.

If this is the next career opportunity for you, please send an application letter and an updated copy of your resume to Jeanine Betteridge, Human Resources Manager to [jobs@gunz.com.au](mailto:jobs@gunz.com.au).