

# Sales Assistant Role Available

## About Ezimetal

The team at Ezimetal Raymond Terrace has carved out a unique place for itself in the steel industry. Since 2007 we've been adding value and making it easy for our clients in the Hunter region of NSW and beyond to get the steel and aluminium they need. Together, we have over 75 years of combined experience in dealing with customers from all walks of life – the home handy man, the do-it-yourself-er, government departments, tradies, heavy industry, school students and everyone in between.

Based 20 minutes north of Newcastle NSW, we've earned an enviable reputation for being easy to deal with and competitively priced.

## The Role

This is a full-time internal sales role. It will involve working a standard 37.5 hour week (Monday to Friday) with the opportunity for overtime.

## Key responsibilities of the role include:

- Handling telephone and counter sales enquiries;
- Preparation of quotes;
- Keying of Sales Orders and follow through to Invoicing;
- Handling customer payments;
- Some general administrative and housekeeping tasks.

## Essential qualities for this role:

- Strong communication skills and an ability to genuinely connect with a wide range of customers;
- Sound basic maths and computer skills;
- Attention to detail;
- Willingness to learn and to work as part of a team;
- Consistently high standards of customer service;
- Honesty and integrity;
- Development of strong product knowledge over time.

## Preferred (but not essential) qualities:

- Previous experience in a retail environment;
- Experience with Point of Sale systems and Microsoft Office;
- Some prior knowledge of steel, aluminium and related products;

## Applications:

For further information, contact Steve Allen (Ph 02 4987 4210)  
Applications close 4.30pm, 15 October 2021.