



## **SALES SUPPORT COORDINATOR**

Established in 1962, Silvan Australia is a family owned Australian business, recognised as an industry leader in the field of agricultural machinery, rural lifestyle and hardware products.

### **What's in it for you:**

- Work amongst a friendly team.
- Flexibility for some working from home during COVID.
- Work Life Balance and flexible working hours.
- Salary above market average.
- We offer an Employee Assistance Program for all Staff.
- Service Awards – recognition of tenure.
- On site easy parking.
- Staff discounts on our Silvan range.

### **About the role:**

Based at our Head Office in Keysborough, we are seeking a candidate who possesses a strong administration and sales support background. This pivotal role will see you report to the General Manager, Mass Merchants with key responsibilities including:

- Preparing and analysing various reports that identify sales trends or stock related issues
- Assisting with the development, preparation and implementation of new product and range initiatives

- Maintaining a sound knowledge of competitor products and pricing
- Providing effective communication regarding new products, promotions and other related developments
- Working with other internal departments to support the delivery of product in full and on time
- Providing additional product and sales support to all stakeholders including customers, stores and vendor team
- Assisting with the planning, coordination and attendance of applicable Expo, Field Days and Trade Shows

**About you:**

- Highly organised with an eye for detail
- Excellent verbal and written communication skills
- Solid analytical skills and administrative organisation skills
- Ability to provide a high standard of customer service to various stakeholders
- Strong Microsoft Office skills
- Previous experience working in a similar role will be highly regarded
- Ability to learn features and benefits of products
- Be available to commence as soon as possible

If this role excites you, grab this opportunity to make your mark in a well-established Australian family owned company. **APPLY NOW.**

Visit our websites: [silvan.com.au](http://silvan.com.au) & [sherlocklastslonger.com.au](http://sherlocklastslonger.com.au)

Applications accepted until **COB Sunday 29<sup>th</sup> November 2020.**

Only shortlisted applicants will be contacted.

**No Recruitment Agencies please.**