

Sales Support Officer - B2B Distributor

Number 1 (Australia) was formed in 2013, primarily to distribute top-rated pet food and other pet products.

Since then the company has grown to \$12m pa turnover and is forecasting ongoing strong growth. It currently distributes ZIWI pet food and treats, DGS pet products and is looking to broaden its brand/product portfolio in the future.

Our focus is on people, outstanding customer service, business development and great products.

We are now looking to strengthen our team of 15 full-timers and a number of part-timers with one or two additions to our sales and marketing team.

The Role(s)

Based either at our Head Office in Clayton Victoria, or our Support Services Office at our Distribution Centre in South Nowra NSW, the successful candidate(s) will be responsible for some or all of the following functions:

- In depth analysis of client accounts, to identify strengths, weaknesses, and opportunities.
- Preparation and submission of new product and promotional details/spreadsheets.
- Preparing reports for management and the sales and marketing team.
- Data entry into the company's Netsuite-based system.
- Providing the field team with all the support and back-up that they need to maximise their efficiency and effectiveness, and to keep them motivated in their mission.
- Helping the field team to plan, prioritise, prepare and follow-up their sales activities, including possibly route planning, and booking travel arrangements and appointments.
- Helping to manage and operate our breed groups, special interest groups, puppy school programme, veterinary education programme, and public or retailer events.

You will be in constant communication with our team members, both local and interstate, and will report directly to the General Manager.

The roles offer is 5 days per week based in one of our offices, however, candidates that present the correct skill set and can only work part time may be considered.

We are open to the idea of employing a person who would like to combine the roles of a field rep and an office-based support person.

Graphic design skills would be highly regarded for this role and may include an opportunity to create event and point of sale materials for the business.

Skills and Requirements

2 years' or more experience in an admin, marketing or sales support role

Strong analytical skills

Excel knowledge is essential, but we are prepared to offer training if the candidate has the aptitude and basic skills.

Good keyboard, MAC and/or Microsoft skills essential

Great people and communication skills

Desirable strengths (not essential)

Experience with Netsuite and/or Pepperi systems
Passion for pets and/or experience in the Pet industry
Graphic design skills and/or online content creation.
Mandarin language skills (in addition to fluent English)

A competitive salary and career-advancement opportunities are on offer, as well as the opportunity to work with a progressive team striving to be the best in the business.

How to Apply

Please send your resume along with a detailed cover letter outlining your experiences, why you are suited to the role and indication of your current salary and/or salary expectation.

Applications without a relevant covering letter, or from candidates not within easy travelling distance of one of our offices, will not be considered.