

## **Administration x Merchandise Sales**

**Location: Allora**

**Reference: PHR 2023/005**

**Pursehouse Rural** is a leading independent Agribusiness specialising in agricultural produce, equipment, services and advice across 19 locations in North West NSW and Queensland. We are seeking an enthusiastic Administration x Merchandise Sales employee to join our team in Pittsworth team on a full time basis.

The primary purpose of this role is to provide administrative support to the Branch, as well as service and sales support to customers in store and by delivery where required.

Duties include;

- Place inventory orders and process incoming stock
- Complete monthly Constock returns and Intranet approvals
- Process and match invoices
- Participate in regular branch stock takes and other inventory control duties
- Undertake POS transactions
- Maintenance of shop, store and yard areas with regard to presentation and tidiness
- Loading/unloading of supplier and customer vehicles
- Undertake customer deliveries as required
- Provide a high standard of customer service in the branch by being approachable and knowledgeable about Company products and services

Ideal applicants will possess the following:

- Demonstrated experience in customer service or administration role, preferably in the agricultural sector
- Effective time management skills and the ability to forward plan
- Excellent attention to detail
- Ability to work independently and in a team
- Ability to maintain a high standard of personal presentation and meet the physical requirements of the role
- LF Forklift License (or willingness to obtain)
- Valid drivers licence (Class C) and a sound knowledge of safety around vehicles

Experience in a similar position will be highly regarded, as will holding a First Aid Certificate.

An above Award salary, plus superannuation, is available based on skills and experience, and a generous staff discount is available on rural products.

A covering letter outlining your relevant experience should be provided along with your resume and two work-related referees.

For further information please contact Branch Manager Rob Wiemers on 0428 618 570 or Elaine Alker in the Employee Relations and Safety Team on 0439 374 400.



**Please note there is no formal closing date for this role. If you are interested, we would encourage you to apply soon, as the position will be withdrawn as soon as a suitable candidate is hired or if our circumstances change.**