

CLERICAL OFFICE ASSISTANT

POLYCELL (NSW) PTY LTD • Arndell Park NSW 2148



Base pay

\$50,000 - \$55,000



Work type

Full time



Contract type

Permanent

Skills

CLERICAL

OFFICE ASSISTANT

TELEPHONE

Full job description

Polycell is a protective packaging manufacturer with branches located across Australia and New Zealand. We specialise in the production of bubblewrap and closed-cell foam products, along with a vast array of derivatives thereof.

An opportunity currently exists for an **Office/Sales Support** individual to join our passionate team located in **Arndell Park, Sydney**.

The successful applicant must be fluent in English and possess excellent telephone and face-to-face communication skills. Computer literacy skills are essential for this role.

Additionally, due to our business relationships with Asian countries such as Taiwan, Korea, Malaysia and Singapore, the ability to communicate in one of these dialects would be advantageous.

Duties & responsibilities include, but are not limited to:

- Customer service via telephone & face-to-face communication
- Preparing sales orders & invoices
- Production & delivery scheduling
- Stock recording
- General admin & office tasks

The ideal candidate will possess the following qualifications & attributes:

Job details



Date posted

20 May 2022



Expired On

20 Jul 2022



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$50,000 - \$55,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

- Exceptional interpersonal skills
- Strong verbal & written communication skills
- Excellent computer literacy skills
- Proactive attitude and willing to learn
- Previous experience in a similar role
- Australian and New Zealand Citizens and permanent residents only.

This application is for a permanent full-time position.

The right candidate must be able to commit Monday to Friday (8am to 4.30pm).

This role would be suited to a results driven and persistent candidate. Ability to establish relationships is important in the succeeding in this role.

If you are interested in this role and meet the above requirements, please click 'Apply' to forward your CV and other relevant documents to us.