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Sales Coordinator - ACT

Harvey Norman Commercial ★ 3.2 · 500 reviews

📍 Mitchell, Canberra ACT

🏢 Sales Coordinators (Sales)

🕒 Full time

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The Harvey Norman Commercial Division are currently seeking a motivated Full Time Sales Coordinator to join our team based at **Mitchell ACT**

The Position

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- Liaise with customers and arrange delivery of goods
- Keep track of all open orders by checking on stock levels delivery dates and payment
- Confirm details on orders are correct with the customer and sales representative such as delivery address, site contact, products and quantities.
- Enter orders into great plains
- Arrange returns of goods if needed
- Actively maintain a strong product knowledge of goods being supplied
- Maintain professional contact with internal and external stakeholders
- Follow security procedures

The Requirements

- Previous experience in a similar capacity or strong retail sales experience
- Great plains experience desired but not necessary
- Intermediate computer skills
- Ability to work unsupervised and a team player
- Excellent communication and customer service skills
- The ability to work well under pressure and prioritize workload

On Offer

- Opportunity to contribute and become part of a growing success in the industry

If you are keen, motivated and willing to contribute to a successful team, then we look forward to hearing from you

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