I am drawn to this position because it perfectly aligns with my passion for utilizing Information Technology to enhance operational efficiency and provide invaluable support to sales teams. My background in Information Technology, coupled with hands-on experience as a Sales Coordinator Intern at Ausmate Group, has equipped me with the skills necessary to facilitate seamless order processing, optimize stock levels, and cultivate positive customer relationships. The opportunity to contribute to the day-to-day operations, ensuring accurate order processing and effective communication with customers, aligns well with my professional goals. I am eager to bring my technical proficiency, organizational skills, and collaborative mindset to enhance the success of your team.

What transferable skills and attributes have you gained during your career that you can utilise in this position?**\***

**Communication and Customer Service**: In roles such as a Customer Service Representative at Mizuho Bank and a Sales Coordinator Intern at Ausmate Group, I honed excellent communication and customer service skills. These skills are transferable to the Sales Support Coordinator role, where effective communication with both internal and external stakeholders is crucial.

**Organizational Skills:** As evidenced in my role as a Centre Cook at Goodstart Early Learning, I developed strong organizational skills. This includes orchestrating efficient stock inventory management, meeting tight deadlines, and maintaining meticulous attention to detail. These skills are directly applicable to managing orders, stock levels, and coordinating deliveries in a sales support role.

**Technical Proficiency:** With a background in Information Technology and hands-on experience with Windows Server, Microsoft SQL, and relevant software such as D365 and Office 365, I bring a strong technical foundation. This proficiency is transferable to efficiently handle order processing systems and collaborate with the IT team as needed.

**Time Management:** Mastering the art of time management and multitasking, particularly in high-pressure environments, as showcased during my role as a Centre Cook, will be crucial in prioritizing workloads effectively in the Sales Support Coordinator position.