



Sportswear Design & manufacturer: Front Office SALES & ADMIN Penrith – \$37K + Sup + Career Progression

- Sportswear Design & manufacturer - Join the Sydney Sales Team 38hrs a week
- New Business Development & Account Management of existing customer base
- Starting Salary: \$37K + Sup + Great Career Opportunities

COMPANY

Soul Sports is an established Penrith based designer and manufacturer of sportswear products - we predominately provide on field uniforms for sports such as Basketball, Netball, Hockey, Soccer, and Rugby. We pride ourselves on quality solutions, offering a range of products to suit all our client needs whilst maintaining timely delivery. We are currently searching for an Internal Sales / Admin person to join our Penrith office.

POSITION & RESPONSIBILITIES

Your responsibilities will include;

- Make sales calls and service existing customer
- Handling showroom sales & service enquiries via email & phone
- Preparing & Submitting quotations from enquiries made via email, phone & showroom
- Building relationships with new clients and our existing client base
- Delivering the highest levels of Customer Service
- Invoice and receive customer payments
- Creating artwork for Customers using out templates
- Organise freight for deliveries or pickup
- Assisting Management
- Assisting production team in peak times
- Control and Order Stationary for the office

CANDIDATE

The successful applicant will ideally possess;

- High levels of Organizational skills
- MYOB experience preferred But not essential
- Ability to work under pressure.
- Proven Sales / Customer Service experience
- Sales/office experience preferred
- Confident, driven, self starter, able to be self motivated, team player
- Passionate about generating new sales for the business
- Passionate about building relationships and repeat business
- Excellent presentation and communication skills
- Strong time management skills
- Solid PC Skills
- Current drivers License

REWARDS

The successful applicant will receive a starting Salary \$37K + Sup + Great Career Opportunities for a 38hr a week, as well as the opportunity to be a part of a company focused on efficiency and service. email your resume to careers@soulsports.com.au