

Position title: Sales / Ass. Manager

- Mobility scooter industry
- Initial 5-6 month full time parental leave contract
- Chance to move to new Assistant Manager position
- Dandenong, Melbourne

Scooters Australia is one of the longest established in the industry and has led the market in many innovations over the last 20 years. The original owners still run this small and dynamic company, which is currently expanding its locations Australia wide.

Brief description: 5-6 month parental leave contract with possibility of consideration for permanent employment as Assistant Area Manager – a newly created position. The successful applicant will gain a thorough working knowledge of the company in preparation for possible promotion.

This initial employment contract provides the successful applicant with the opportunity to work across a range of business divisions providing administrative support to senior managers, logistical support to colleagues, and customer service including advice, marketing and sales. This parental leave position is a focal communication point between Melbourne's head office functions, warehouse, service division, Dandenong Store, and other national retail stores.

Essential Skills/experience:

- Excellent organizational skills
- Customer service skills
- Friendly and competent phone manner
- Retail sales experience, big ticket items
- Computer skills: Data Base, Office, MYOB
- Physically fit
- Ability to act up into Manager's role
- Driver's License

Opportunities for professional development and supervision/mentoring will be provided through on the job learning, external training where applicable and the chance to act in more senior office roles if suitable.

Scooters Australia seeks an enthusiastic employee with excellent organisational, communication and customer service skills who enjoys a variety of duties in their daily work. The successful applicant will have an eye for detail and gain job satisfaction primarily from effectively supporting and responding to the needs of Scooters Australia customers, managers and colleagues.

Remuneration: Initially \$39,000 p.a. plus super. If promoted to Assistant Area Manager at the end of the parental leave contract, a new package will be negotiated.

To Apply:

Applications must include a statement about why the applicant considers they fit the job role as identified above.

Closing Date: February 17th

Email resume marked "Attention Wendy" to:
dandenong@scootersaus.com.au