

## **Reception and Retail Sales**

### **Peat's Office Equipment**

#### Full time

\$50,000 – \$60,000 per year

Peat's Office Equipment is a well-established IT company that has been providing Total Business Solutions to Echuca and surrounding district since 1976. We are a team of 14 persons dedicated to providing businesses with all their technical and technology needs.

Peat's Office Equipment is currently looking for a 'Receptionist & Retail Sales Person' to join our Team on a permanent basis. The role includes liaising with clients and product representatives to ensure that all the clients stationery need are met. First point of contact in our shop and on the phone. To be successful in this role you will have:

#### **Key Requirements:**

- Excellent communication skills, both written and verbal
- A passion for helping people
- Excellent Customer Service, and organization skills
- The ability to think on your feet
- Ability to multi-task and work unsupervised
- Great phone manner
- Fast learner
- Good computer knowledge
- Attention to detail
- Light lifting required

#### **Key Responsibilities:**

- First point of contact for customers in store or on phone
- Stationery and Furniture ordering and inventory
- Answering phones and cover reception at all times
- Direct all calls and emails to other staff members
- Log clients service calls as required
- Rotating roster for occasional Saturday morning shift (3hrs)

#### **Advantageous to have:**

- Experience in Sales and Reception
- Basic Computer skills

#### **Benefits:**

- Uniforms supplied
- Discounted purchases
- Encouraged and supported to further develop skill set through training
- Relaxed and fun workplace
- Opportunity to work as part of a team