

JOIN OUR TEAM.

TRAINEE CUSTOMER SERVICE
& ADMINISTRATION SUPPORT

Certificate III
Business/Retail Traineeship

Wagga Catering Equipment are looking for a friendly & enthusiastic person to join our team **full-time** as a Trainee in **Customer Service & Administration Support**.

Suitable for a gap year student with the opportunity for a long term position, if desired.

FOR MORE INFORMATION CONTACT

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waggacatering.com.au



**WAGGA CATERING
EQUIPMENT.**

your complete hospitality store

About Us

Established in 1980, Wagga Catering Equipment is a family-owned business specialising in Hospitality Supplies, selling an extensive range of products from commercial cooking equipment to crockery, cutlery & uniforms.

About the Role

This opportunity will see you join a well-established company who highly value their employees and clientele. This is a full-time position offering a long-term opportunity with on-the-job training and extremely high level of job satisfaction.

Skills & Qualities Desired

- Excellent verbal and communication skills.
- Strong computer skills, with experience in Microsoft Office.
- Positive, polite & friendly attitude
- Attention to detail & problem solving skills.
- Work well in a team environment & independently.

Tasks & Responsibilities

- Greet customers & assist with product information.
- Process customer sales & orders.
- Maintain the showroom, including pricing, filling shelves, replenishing stock & presenting goods for sale.
- Provide management & other staff with admin support, including data entry, scanning, filing, answering phones, etc.

34 Pearson Street, Wagga Wagga, 2650