



INTERNAL SALES / STORE PERSON (MELBOURNE)

Brief:

We require a full-time, self-sufficient, and organised Internal Sales / Store Person to maintain inventory, co-ordinate freight and upkeep our Melbourne warehouse, as well as providing sales and parts support. Intermediate knowledge of warehousing and safety protocols desirable, as is an understanding of earthmoving equipment and/or attachments. We are looking for an “All Rounder” with the right attitude who can think for themselves and just get the job done.

The Role:

Based in our Hallam warehouse in Melbourne, you will be responsible for the accurate maintenance of inventory (earthmoving attachments), inwards/outwards freight and warehouse upkeep in accordance with safety protocols and procedures. You will also provide sales and parts support, including but not limited to parts interpreting, creating, and following up of quotations, internal sales support, and a strong focus to service customer requirements.

This role is ideal for an existing parts interpreter, sales cadet or store person wanting to enter or grow in the earthmoving space, with a leader in hydraulic and earthmoving attachments. Ultimately with time and training, you will grow into a more sales focused role and be able to manage our tiered accounts.

This is an opportunity to join a small but rapidly developing company focused on quality systems and quality control of output. A competitive remuneration package will be offered to the right candidate.

Key responsibilities:

- Co-ordinate freight logistics - receive, receipt, handle and dispatch inwards and outwards freight.
- Use of forklift and overhead crane to move heavy packages.
- Catalogue or label items with storage details.
- Place product in allocated area (in bins, on racks, or other).
- Keep up to date records on location and quantity of items in stock.
- Maintain inventory, minimum stock levels and spares parts in branch and at authorised service dealers.
- Complete monthly stocktake (count and record the number of items in warehouse)
- Upkeep of warehouse and workshop in accordance with safety protocols and procedures, as well as ensuring office areas are neat and tidy.
- Interpret customer sales and spare parts requirements, attending promptly to customer requests.
- Preparation, presentation and following up of quotations, sales order entry into ERP system, and follow up of despatch to ensure deliveries are met.
- Delivery of all products in full, on time and in specification (DIFOTIS).
- Develop internal working relationships to best meet customer needs.
- Sales administration tasks.
- Maintain accurate, current records and action taken in CRM.
- Support sales and product support staff as required.
- Able to work independently and ensure all business communications is of a high standard.
- Attend and actively participate in weekly sales, workshop and product support meetings.



Desired competencies, personal skills, and experience:

- Intermediate knowledge of warehousing and inventory maintenance.
- Forklift licence.
- Basic knowledge of earthmoving equipment.
- Basic knowledge of parts interpreting.
- Strong problem-solving skills
- Good written, verbal and client facing communication skills.
- Good memory and organisational skills.
- Agile, responsive and good under pressure.
- A team orientated individual who is consistent in nature and focused on outcomes.
- Computer literacy with Microsoft Office including Outlook, Word and Excel.
- Proven ability to be able to work effectively and independently.
- A good work ethic and a “get on with it” attitude.
- Absolutely trustworthy and dependable

About us:

We design manufacture and distribute world leading high quality earthmoving attachments for the construction, demolition, quarrying and mining industries. Doherty Couplers and Attachments is a New Zealand Company with a fully owed Australian Subsidiary and has licencing agreements in the USA and UK. The success of the company is based on our promise “To supply high quality earth moving attachments which are safe, durable, and exceed our customers’ expectations and represent outstanding value for money”.

Interested?

Please email your cover letter and resume to janine@dohertydirect.net.

www.dohertydirect.net

Note: Applicants for this position must have Australian residency or a valid Australian work visa. Note: if we find our superstar, we may close this job advert earlier.