

Merchandise Sales/Administration

Location: Emerald

Reference: AR 2024/009

AGnVET Rural is a leading independent Agribusiness specialising in agricultural produce, equipment, services and advice across 8 locations in Northwest NSW and Queensland.

We are seeking an enthusiastic and approachable Merchandise Sales/Administration to join our team in Emerald, on a full-time basis.

The primary purpose of this role is to provide high level of customer service both in branch and on farm.

Duties include;

- Assist with the receipt and safe storage of agricultural products, including chemicals and fertilisers, ensuring safe storage principles are adhered to
- Load and unload supplier and customer vehicles (including trucks) whilst maintaining safe work practices
- Monthly Stocktakes to ensure losses are at a minimum
- End of Day and other Administrative jobs using our system
- Answering phone calls and being the first contact as customers come into store
- Other duties as required

Ideal applicants will possess the following:

- Valid drivers licence, class C and HR (or willingness to obtain), and a sound knowledge of safety around vehicles
- LF Forklift License (or willingness to obtain)
- Demonstrated experience in customer service role, preferably in the agricultural sector
- Effective time management skills and the ability to forward plan
- Sound computer skills
- Ability to work independently and in a team
- Ability to maintain a high standard of personal presentation and meet the physical requirements of the role

An above Award salary, plus superannuation, is available based on skills and experience.

A covering letter outlining your relevant experience should be forwarded along with your resume and two work-related referees to careers@pursehouserural.com.au.

For further information please contact Branch Manager Simon Mulder on 0409 554 620 or Elaine Alker in the Employee Relations and Safety Team on 0439 374 400.

Please note there is no formal closing date for this role. If you are interested, we would encourage you to apply soon, as the position will be withdrawn as soon as a suitable candidate is hired or if our circumstances change.