



OMNIA WHEEL

Sales Support/Administration

THE OPPORTUNITY

Omnia Wheel is an award winning manufacturing business based in Beresfield, NSW. We are the only omni-directional wheel manufacturer in Australia, and a world leader in our field.

Our patented omni wheel systems have a myriad of applications in commercial and retail sectors including medical, robotics, ergonomic materials handling, conveyor automation and homewares.

We are growing both locally and overseas, exporting to more than 50 countries. With a focus on growth through innovation and mastery in our field we are looking for a detail-oriented administrator to join our incredible team.

WHO YOU ARE

If you have a high level of computer literacy, and experience with online, phone and email order processing, we would love to hear from you.

Ideally you will also have experience with NetSuite/J-Curve CRM (desirable but not essential).

You are passionate about the customer experience, from enquiry to follow up, and you understand the importance of good administration to support this (for the business and the customer).

What you don't know, you learn fast, and you adapt to change easily. You are a team player, exceptional communicator (written and verbal) and enjoy a laugh.

Experience within our sector is not essential, training will be provided.

WHAT YOU'LL DO

- Be our #1 brand ambassador/first point of contact
- Manage sales enquiries (inbound)
- Ensure integrity of customer/order information in NetSuite/J-Curve
- Delegate enquiries to team members
- Provide customer support/follow up
- Daily collaboration with broader sales team and other departments as needed

This is a full time role, Monday to Friday, with an immediate start and opportunity for career growth. Salary negotiable based on experience.

Please click the Apply button to submit your application with a cover letter outlining why you are the ideal person for the role or **call Paul on 02 4907 8101** for more information.