

Team Assistant

B E Foods Pty Ltd 

 Blacktown, Sydney NSW

 Administrative Assistants (Administration & Office Support)

 Full time

Location: Blacktown, Sydney, NSW

Department: Client & Sales Administration

Employment Type: Full-Time

Hours of Work: 11AM to 8PM work in Blacktown office

Join our team at B E Foods Pty Ltd as Sales/Procurement team assistant (Food Service). In this role, you will play a crucial part in ensuring seamless customer interactions, procurement, order processing, and sales support during the specified hours.

Key responsibilities:

- **Sales Assistance:**

Answering phone calls, emails, and directing inquiries to appropriate team members. Receiving and placing sales orders. Performing required tasks related to assisting the sales team's efficiency.

- **Procurement assistance:**

Creating and editing documents, assisting in forecasting and planning, following up on outstanding inbound purchase orders.

- **Project support:**

Assisting with project planning, tracking progress, and gathering information.

- **Data entry and record keeping:**

Maintaining accurate databases and records. Performing reviews on inventory usage.

- **Administrative tasks:** Populating and maintaining documents, price lists and offer sheets. Following up on outstanding credits and credit applications.

Skills and Qualifications:

- Excellent organizational skills and ability to prioritize tasks
- Strong communication skills, both written and verbal
- Proficiency in Microsoft Office Suite and other relevant software
- Attention to detail and accuracy
- Ability to work independently and as part of a team
- Flexibility and adaptability to changing priorities
- Professional demeanour and strong interpersonal skills
- Knowledge of meat or meat-related industry
- Previous order processing experience is highly desirable

Benefits:

- Opportunity for career growth in a rapidly expanding company.
- A friendly and evolving work culture that embraces a modern and open environment.
- Supportive and accessible management team to address your questions and concerns.

If you're ready to take your career to the next level and contribute to a dynamic sales team during the specified hours, we invite you to join us at B E Foods Pty Ltd.

Apply now and be a part of our exciting journey.

B&E Foods is an Equal Opportunity Employer, and we welcome applications from all backgrounds and communities.