



ICT International Pty Ltd

Instrumentation for Soil, Crop and Environmental Monitoring

Position Vacant: Order Processing

ICT International is a sales and marketing company with expertise in environmental, scientific and agricultural instrumentation. The marketing of this instrumentation is based on over 25 years commercial and research application experience. The company has a strong national and international customer base dealing with the leading research scientists and environmental professionals around the world.

The successful applicant will:

- be responsible for processing ICT International's domestic and international customer's purchase orders as well as liaising with these customers to ensure the successful delivery of their orders;
- develop strong professional relationship with customers and suppliers via phone and email contact;
- provide strong support to the sales team in regard to inventory and stock management and also in the smooth operational delivery of domestic and international orders.

The position is permanent. Salary: commensurate to skills and experience.

Duties:

- Domestic & International customer order processing, including order entry, supplier ordering, customer and supplier liaison, order delivery, order tracking and stock control.
- Prioritise orders for dispatch.
- Assist with domestic and international packing of orders when required.
- Provide general administrative assistance as required to the sales, marketing and accounting departments.

Selection Criteria / Required Skills:

- Attention to detail and a sound understanding of the importance of customer relations
- Advanced organisational office skills, initiative and the ability to work independently.
- High level written and oral skills.
- High level word processing skills with a sound knowledge of spreadsheet and contact management software.
- Ability to work as part of a team

Preferred Skills:

- Experience using accounting packages such as MYOB or Advanced Business Manager for order processing, inventory and stock control.

Qualifications

1. Tertiary qualification with work related experience.
2. Completion of a TAFE Office Administration Certificate with relevant work related experience.
3. Or an equivalent alternative combination of relevant knowledge, training and /or experience.

Applicants should ensure that they address all the selection criteria in their applications. Forward applications and resume to The CEO, ICT International Pty Ltd PO Box 503 Armidale NSW 2350 or sales@ictinternational.com.au. Phone enquiries to Susan, 02 6772 6770, closing date 22th January 2010.

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