

Sales Support Representative

Join a diverse team in the Gardening and Landscaping industry as we move into our next phase of growth.

- Great introduction to the garden industry
- Generous remuneration package at \$55-\$60,000 depending on experience.
- Growing company supplying Garden Centres, Florists and other Resellers.
- Bonus paid for new stockists found subject to minimum inventory requirements.

An exciting opportunity is currently open to join the team at Mojay Pots as **Sales Support Representative** servicing Garden Centres throughout NSW. The role is a newly created full-time position. Mojay Pots is an independent Australian owned company supplying garden pots and feature pieces to Garden Centres and other resellers. Our diverse team enjoy being part of the Gardening and Landscaping industry throughout Australia, working with customers in all states and networking at national trade shows and expos including monthly trade days and the annual Melbourne Gift Fair.

As **Sales Support Representative** you will be visiting our stockists around NSW to conduct stocktakes which our sales team will rely on to make sales. You will be using our MIMS App (Mojay Pots Inventory Management App) to conduct stock counts at Garden Centres and other stockists around NSW. Many products are now barcoded but you will need to be a quick learner to be able to conduct stocktakes efficiently – especially when product are not labelled.

This role will form a key part of the sales chain and you must be able to travel regionally each week (approx. 3 days with vehicle and accommodation provided), with local work in and around Sydney and surrounds for the other 2 days.

Some of your responsibilities as **Sales Support Representative** include:

- Using the Mojay Pots Inventory Management System (MIMS) App on a phone, tablet, or laptop to record stock counts in Garden Centres. A device will be supplied to enable barcode scanning where available.
- Submit completed counts and take photos of displays and any damaged pots to send to the office.
- Working closely with the Senior Sales Representative who analyses stock count data to produce sales orders – phone and email contact with the Senior Sales Representative after completing stock counts for any clarification.
- Provide basic customer support including help with credits and returns such as placing returns on a pallet to be collected by our driver.
- Working to a structured sales calendar and delivery schedule.

To be successful in this role you must have:

- Previous merchandising or stocktake experience in a Wholesale or Retail operation, possibly within the gardening industry.

- Experience with Microsoft 365 (Word, Excel, Outlook) and Inventory Management Software is essential.
- Excellent written and verbal communication skills.
- A current, valid driver's license. (manual licence preferred)
- Physical fitness – some lifting may be required to move pots.

To apply, please send your resume to jobs@mojaypots.com.au or call 02 9618 1817.