External Sales Coordinator

Australian Country Choice is one of the largest privately owned companies in Queensland and is a long established producer and supplier of high quality beef products. Our Head Office and modern food processing facility is located at Cannon Hill Brisbane, just 20 minutes from the CBD.

Reporting to the External Sales Manager we are currently seeking an External Sales Coordinator to join the Sales team. Your responsibilities will include:

- The sale of meat products to export markets

- Developing and servicing new and existing portfolio of clients

- Coordinating information and resources relating to sales activities

- Generating and distributing reports

- Managing the collection of data

- Documentation processing including EXDOC/ edisoft

- Develop systems/ procedures to ensure sales are on time and in full

- Responsible for reporting stock on hand rotation

- General office administrative tasks

To be successful in this role, ideally you will have the following attributes:

- Bachelor of Business (Marketing) or equivalent

- Aus-Meat Specifications

- Experience in a competitive and evolving sales environment

- Demonstrated adaptability to generate sales in accordance with trends

- Proficient in export documentation processes/ edisoft

- Be able to optimise export management systems

- Experience in export sales and logistics

- Ability to identify most meat products

- Experience in documentation/ shipping of meat products

- Good time management skills and the ability to prioritise

- Attention to detail/ high level accuracy

- Excellent problem solving skills

This is an opportunity for someone looking to join and be part of a dedicated and committed team of people. Australian Country Choice offers a competitive salary, free onsite parking and diverse career opportunities across our fully integrated vertical supply chain. Apply now and join a company you can be proud to be a part of: bringing quality beef from our paddocks to Australian's plates.

Send applications to : recruitment@accbeef.net.au