

## **Company Profile**

Minerva Foods Asia Pty Ltd is a leading global trading partner with domestic & export sales across multiple proteins, by-products and manufactured foods. Our comprehensive export market coverage includes but is not limited to Asia, Europe, USA and Oceania. Due to Company expansion and increased market coverage, the growing sales portfolio has created the opportunity for a Export Sales Assistant to join our motivated trading team.

## **Position Description**

**Position:** Export Sales Assistant

**Business:** Minerva Foods Asia Pty Ltd ABN 84 137 062 278

**Location:** Murarrie, QLD 4172

The Export Sales Assistant will be responsible for assisting the Export Sales team with daily procedures, sales and procurement for our comprehensive client portfolio in various markets. Prior experience in the meat industry is highly valued. Computer literacy is essential. This role is suitable to an individual with experience in Domestic Wholesale and / or Cold Chain Distribution. Alternatively, a candidate from a Meat Retail background would be suitable. The candidate will have strong motivation for career progression and will be guided and supported by our trading team.

## **Duties and Responsibilities**

- Supporting the Trading Team with sales into specific markets.
- Participating in regular discussions relating to budget monitoring, goal setting and planning.
- Cooperating with colleagues to facilitate purchase or sales.
- Assisting with documentation and contracts.
- Participating in market analysis and pricing trends to develop strategies.
- Maintaining a professional business acumen in dealing with clients and suppliers.
- Upholding the values of Minerva Foods Asia in all facets of the role.

## **Skills and experience**

- Minimum Education: Year 12 completion.
- Tertiary qualification, Business or Marketing, preferred but not essential
- A basic understanding of the meat processing industry.
- Fluent English speaker. Multilingual communication skills are desirable.
- Solid communication skill and Computer Literacy is essential.

## **Application**

Please submit C.V and Cover Letter to The General Manager, Thomas Mills.

[thomas.mills@minervafoodsasia.com](mailto:thomas.mills@minervafoodsasia.com)