

## PA TO NATIONAL SALES MANAGER

- **International Sporting Goods Company**
- **\$40-45,000 + super + benefits**
- **Excellent Opportunity**

Tracing its origins back to the early 1900's this company has long had a reputation for the design, manufacture and marketing of innovative and performance enhancing sporting goods.

This role will focus on providing a high level of administrative and office support to the recently appointed National Sales Manager and his team.

As to be expected the role will be varied and challenging to include;

Preparation and distribution of management reports including forecasts, sales and booking reports

Coordination of internal and external meetings and conferences

Maintenance and distribution of various spreadsheet reports to both Head Office and 'in the field' sales staff

The role will also involve significant project and ad hoc duties.

The successful candidate will possess a high level of interpersonal and communications skills and have the ability to work in a team environment yet work independently as and when required.

The ability to multitask and prioritise effectively is essential in this role, as is an aptitude to recommend and implement change where appropriate. This role will be viewed as the 'Right Hand' of the National Sales Manager and will require discretion as the position is privy to confidential and highly sensitive information. Strong Excel, PowerPoint & Word proficiency is essential.

**To discuss this role in greater detail please contact Jon Vonk quoting DBAD01 on 0439 101909.  
(Evenings and Weekends 03 9534 3830 Email [jon@vonk.com.au](mailto:jon@vonk.com.au))**