

## Operations and Sales Coordinator

Leading importer and distributor seeks an Operations and Sales Coordinator to source and provide logistics services for an upcoming project.

You will have a proven ability to build and foster strong relationships. A background in the Engineering industry or Manufacturing environment will be a distinct advantage. Exceptional communication and customer service skills are essential, as well as proven experience in the following:

- Key account management;
- Inventory Management and/or Logistics ;
- Exceptional communication – including report writing ;
- Proven Computer literacy;
- Good with numbers as there's a lot of spreadsheets and number crunching;
- Versatile and flexible ;

For further details, email your cv to [anne.smith@jobsmith.co.nz](mailto:anne.smith@jobsmith.co.nz)