

Sales Representative (Jewellery Tools & Related Products)

Australian Jewellers Supplies is Australia's leading jewellery tool supplier servicing Watchmakers, Gemmologists, Jewellery Manufacturers, Hobbyists and Retailers. AJS is a national company with locations in Brisbane, Sydney, Melbourne, Adelaide and Perth.

Our Melbourne branch is seeking an experienced Sales Representative who will be servicing the Melbourne metro area, outer suburbs and will involve some Victorian country travel.

You will be highly motivated, demonstrating previous history of meeting & exceeding sales targets, increasing customer base and offering a high level of customer service.

The position will be a part-time role (3 days per week – 22.5 hours) with potential for the role to become full-time for the right candidate.

Responsibilities:

- Carry out all customer service and sales functions for all customers (face-to-face, online and telephone)
- Communicate effectively with office and warehouse staff to ensure efficient preparation and delivery of customer orders
- Work closely with the Melbourne Branch Manager to ensure all processes are carried out effectively
- Prepare and follow up quotations utilising our software package
- Develop and maintain strong client relationships, as well as product and industry knowledge
- Expand our Victorian customer base

Skills & Experience Required:

- A minimum of 3 years' working experience as an external sales representative
- Jewellery Industry experience will be **highly regarded**
- Excellent written and verbal communication skills
- Able to work independently and report as required
- Highly organised with methodical time management skills
- Valid Victorian drivers licence & own reliable vehicle
- Professional presentation
- Some interstate travel may be required

Joining our growing and dynamic business, we will offer a salary package (commensurate with your experience), including fuel allowance, company mobile phone & laptop/tablet PC.