

Employment Opportunities - Admin & Sales Manager

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Employment Sector: Administration, Trades and Services, Coordinator/Management.

EPM is an organisation that seeks to create significant social change through developing enterprises that are owned/managed with and for people from disadvantaged backgrounds. The motivating energy that drives our enterprise development is the desire to achieve social objectives i.e. outcomes of significant community benefit.

The Administration and Sales Manager will ensure the smooth and efficient functioning of the administrative aspects of EPM Pest Control Services, as well as assisting in the development, implementation and review of EPM's Sales/Marketing Plan. This will include maintenance of office systems and development of systems to assist the effective functioning of the enterprise to meet its goals. A vital role of this position will be the provision of admin support for the Head Pest Technician and for the Pricing Officer.

The Administration and Sales Manager's role will include a combination of key administrative and sales tasks such as managing customer/sales database, managing the filing system, reception and responding to customer enquiry, development of an office & business systems manual, organising customer bookings, basic book-keeping data entry and more.

The position is 21 hours per week SACS Award Level 5.1

Organisation: EPM PEST CONTROL SERVICES

State: Queensland

Work Type: Part-time

Closing Date: 29/10/2007

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