



Retail Sales Administration – Part-time 2.5 days

- Be part of a truly values driven business
- Fast growing industry in aged care
- Exciting opportunity to join an expanding business
- Applications Close 21 June 2019

Mitchell HealthCare is now part of the Leef Independent Living Solutions Group - a National retailer and distributor to Independent Living Markets in Australia and New Zealand. We offer an expanded range of independent living solutions and innovative products to support healthy ageing and independent living for our elders and those living with a disability, who are wanting to keep, regain or better their independence and to carers and health professionals who often provide the front line of support for those in need.

This role has a strong focus on supporting the retail sales team but all our customers ensuring they have a wonderful experience partnering with us.

This role is responsible for the following:

- Processing customer orders that come into store via telephone, email and website.
- Answering customer queries, troubleshooting and finding solutions.
- Liaising with allied health professionals and funding bodies.
- Providing back up retail support managing customers face to face

About you

- Strong administration and computer skills
- Good attention to detail
- A confident and professional telephone manner
- Ability to problem solve
- Keen to develop and learn new things
- Love working as part of a team
- Compassionate and take pride in delivering personalised customer service

These things are desirable

- Competence in use of CRM and point of sale databases
- Driving License
- Current Police Check

No agencies please.

Please address your enquiry with cover letter and resume to recruit@mitchellhealthcare.com.au