

Entry Level Sales Administrator (ARCway Careers)

Industry

Trade – Client and Sales Administration

Description



Date posted

March 3, 2026

Closing date

15.03.2026

Job Location

South Kempsey

Employment Type

Full-time

If you've always wanted to work in an environment where you can build your administration and customer service skills but haven't had the opportunity, this is the perfect opportunity for you!

We have an exciting entry-level position available in **South Kempsey** for a **Sales Administrator**. Gain hands-on experience, complete a qualification and get paid all at once! This is an **ENTRY-LEVEL BUSINESS TRAINEESHIP**, where you'll be working full-time, completing a **Certificate III in Business** and earning a wage while you learn! What more could you ask for?

What we're looking for:

- Interested in starting a career in business
- Has excellent written and verbal communication skills
- Previous customer service experience is essential
- Can commit to work full-time (Monday-Friday, office hours)
- Has great attention to detail, organisation and time management skills
- A positive, friendly attitude and a willingness to learn

Responsibilities:

- Customer Service
- Selling products
- Product knowledge and guidance
- Build and maintain strong relationships with customers
- Resolve customer issues and complaints

Why join us?

- **Gain valuable experience:** Work hands-on in a business environment and build your skills in administration and customer service.
- **Earn while you learn:** Complete a FEE-FREE Certificate III in Business while working full-time and getting paid.
- **No experience required:** We welcome candidates with no previous office experience—perfect for those just starting their career!
- **Supportive work culture:** Join a team that values your growth and provides ongoing training and mentorship.

- **Career development opportunities:** Start your career in business and gain the foundation to advance in the field.

Contacts

To apply for this position please click on the link:

<https://www.seek.com.au/job/90329709?ref=search-standalone&type=standard&origin=jobTitle#sol=d71ca7db76fe45371ea5d6a9c86f308ca8b648b4>