

# LOOKING FOR STAFF?

TRY OUR FREE RECRUITMENT SERVICE

## Our clients are available now for interviews .....

### JOHN

### SALES, CUSTOMER SERVICE,

I have extensive sales experience in a wide range of wholesale, retail and territorial management, developing the following abilities:

- Marketing
- Ordering
- Merchandising
- Team management
- Team membership
- Communication
- Key account management
- Stock management
- Technician Training
- Internet one-to-one training
- Customer service Sales
- Purchasing
- Packaging & Distribution
- Group training
- Sales support

To your business I would bring my well honed negotiating sales and relationship building skills and the ability to liaise with people at all levels from tradesmen to company directors. I am versatile in learning and adapting to vastly different products: clothing, fuel additives and coffee. I have a passion for customer service and a go-the-extra-mile attitude, am solution orientated and a very teachable person and quick learner so all training in your systems and procedures would be absorbed in a reasonable short time frame.

### LINDA

### ACCOUNTS / OFFICE ADMINISTRATION

I have many years experience within accounts payable in security printing and confectionary firms and the agricultural industry. I have proven office administration experience for example regarding general ledger duties, monthly reports and supporting payroll processing. This experience is strengthened by the completion of recent studies gaining my Degree in Information Science.

### NEVILLE

### PROPERTY MANAGEMENT / ACCOUNTS / OFFICE ADMINISTRATION

I am chasing a career change to property management, accounts and office administration following my career with the Ministry of Justice Department.

I am a solid all rounder with excellent experience and skills in finance, credit control, negotiation and mediation. I am an honest hard worker with a can-do attitude and I enjoy the elements of complexity, variety, deadlines and targets in my work.

I have excellent communication skills providing quality customer service and offer experience in all MS Office applications with advanced skills in the use of Excel.

### RICHARD

### SALES

Having recently gained my degree in Applied Management I am seeking a role in sales. I have experience providing customer service and follow up administration with proven ability to manage an extremely busy work load. This was gained through years of employment in the manic summers of the hospitality industry, providing accommodation involving bookings, billing and general customer care.

### AARON

### JNR ADMINISTRATION RECEPTION / RETAIL

To your business I offer 5 years of retail experience attaining the level of 2IC. This position involves hiring, training and supervising staff. In addition I have recently completed studies in Business Administration at Level 4 and so am confident in the use of MS Office suite.

I am very motivated to secure an entry level position in administration and/or reception or continue to develop my experience in retail and providing outstanding customer service.

### ANGUS

### SALES / CUSTOMER SERVICE

With 15 years experience as a sales consultant and store person I have proven ability to satisfy customers and keep them coming back for more. My experience in the sales process has involved: ordering from suppliers; dispatch and delivery; post sales support; liaison between customers, suppliers and sales reps; staff management and training; writing quotes.

This experience has been gained in the context of providing adhesives, sealants, industrial lubricants, solvents, mechanical anchoring systems, selling to people in the engineering and construction industries. I have dealt in retail/showroom/storefront sales with DIY customers, boat builders, those dealing in car maintenance, farmers and the agricultural sector, tourism operators, upholsterers, builders, plumbers and electricians.

### TIANA

### RETAIL / RECEPTION

I have considerable training and experience in providing customer service in both the retail and hospitality industry having worked in fashion and both a large and boutique-style hotel. My roles have involved cashier skills, customer service, waitress, food preparation and cleaning. In addition to this I have recently completed Level 3 in Computing and Business Administration, I am outgoing, confident, positive and very well groomed.

All of this I believe arms me well for any opportunities in reception or retail.

#### CONTACT DETAILS

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