

## **Internal Sales/Warehouse Coordinator– Wangara WA!**

### **Immediate Full-Time Opportunity**

- Experience working with valves or in a similar industry
- Background in sales
- Suitable for a warehouse store person with an interest in valves and sales
- Enjoys building relationships and delivering strong results
- Opportunity to join the world of valves, where every turn brings new possibilities and opportunities

### **About Us:**

Welcome to John Valves an industry with their precise engineering and unwavering reliability, valves stand as guardians of efficiency, safety and productivity. They come in all shapes and sizes from the humble ball valve to the complex control valve, each designed to meet the unique demands of its environment.

John Valves is not just a company – we're a powerhouse in the Valve industry, the unsung heroes of countless industries, quietly ensuring the smooth flow of liquids, gases and beyond. From intricate mechanisms that regulate water in our homes to the colossal Valves that tame the power of industrial machinery, these devices are the backbone of modern civilisation. We are revolutionising the way Valves and related supplies are provided across Australia. With a legacy of excellence, we're known as the go-to Valve manufacturers and suppliers, offering cutting-edge design services, unwavering engineering support, and unmatched selection advice.

We are excited to announce the revitalisation of our branch in Wangara WA and are looking for motivated individuals to become part of our high achieving teams! This is your chance to be part of something truly extraordinary, where every day brings new opportunities and challenges to revolutionise industries, streamline processes and empower progress.

### **Role Overview:**

As an Internal Sales Specialist/Warehouse Coordinator, you'll be at the forefront of our mission to deliver exceptional Valve solutions to customers throughout Western Australia. You'll be the driving force behind organising the WA warehouse operations whilst providing exceptional service and support to drive sales through our internal sales processes. You will assist in our customers feeling empowered, reassured and inspired when they engage with our Valves. They will experience a sense of confidence knowing that they are partnering with a trusted industry leader committed to excellence and innovation.

**Key Responsibilities:**

- Attend to customer needs, anticipating and exceeding their expectations via phone, email or over the counter service.
- Build enduring relationships with existing clients while blazing a trail to new opportunities.
- Service Key accounts autonomously
- Collaborate seamlessly with our engineering team to ensure flawless project Valve execution.
- Keep meticulous records of your interactions and sales progress.
- Keep ahead of industry trends!
- Pick, pack & dispatch customer orders
- Store products in designated locations, maintaining an organised and tidy warehouse.
- Operate a forklift safely

**About You:**

To thrive in this role, you'll need:

- A fiery passion for sales and a solid grasp of valve technology or related industries is desirable
- Great customer service/warehouse skills through proven work history
- Computer literate at an intermediate level
- The drive to take ownership of your role and make a real impact on John Valves
- Outstanding communication skills and the ability to connect with anyone you meet
- A collaborative spirit and the willingness to roll up your sleeves and get things done
- Impeccable organisation and time management skills, with an eye for detail
- Have a great phone manner and a strong service ethics
- A valid forklift license
- Solution -orientated approach to problems, we love assisting customers

For a copy of the Position Description contact [lynnes@johnvalves.com.au](mailto:lynnes@johnvalves.com.au) or 0435 086 681.

All applications will be handled with the utmost care and confidentiality.

*We are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from all backgrounds.*

**"We are a 2024 Circle Back Initiative Employer – we commit to respond to every applicant".**