

Ball & Doggett

Sales Trainee

Balcatta, Western Australia

Ball & Doggett is Australia's largest distributor of paper, packaging, plastics, inks and wide format media to the graphics and communication industry. With over 100 years' of experience and distribution facilities across Australia and New Zealand, we pride ourselves on generating a supportive business culture and living our company values. Japan Pulp & Paper (OVOL) is Ball & Doggett's parent company, and has a slogan of "Paper and Beyond", which signals a strong appetite for continued growth and diversification. With its Head Office in Tokyo, OVOL has operations in 23 countries and 62 cities. It has a consolidated revenue of approx JPY 500 billion, 3,700 employees, and more than four million tonnes of product per annum.

Ball & Doggett (B&D), is an industry leader in the "Paper" industry and are investing into the future through the creation of this new position in our Western Australian branch.

This new role is an exciting opportunity for the successful candidate to experience all aspects of our Western Australian operation from warehousing and logistics to sales and everything in-between. Through gaining a thorough understanding of all B&D products, services and systems, you will then be prepared for a permanent role with a nominated department.

Key Accountabilities and Responsibilities include:

Develop warehouse and inventory management experience through:

- Ensure accuracy when picking and packing customer orders
- Effectively pack or wrap products and materials to protect them from damage during storage or shipment
- Accurately identify product and/or mark materials for identification purposes
- Ensure product is maintained and stored accurately in designated storage areas

Gain sales knowledge and experience in B&D sales processes through:

- Partner with customers to understand their business, needs and opportunities
- Provide an exceptional customer experience to all clients
- Respond to customers with product inquiries in a timely manner
- Process customer orders efficiently and accurately

The successful candidate will have:

- Year 12 High School Graduate
- Self-motivated to succeed and achieve individual and team targets
- Cultivates strong working relationships with both internal and external stakeholders
- Sound knowledge of MS Office (Word, Excel, Power Point)
- Sound business writing and presentation skills
- Current Australian driver's licence
- Willingness to learn

- Well-developed interpersonal skills
- A can do attitude
- A desire to progress your career with an industry leader

If this sounds like your ideal position then submit your application along with your current resume to recruitment@ballanddoggett.com.au

Please note the successful candidate will be required to pass a National Police Check, pre-employment medical as well as a drug and alcohol assessment.

Applications close on 22 May 2022

While we appreciate all applications we receive, only candidates under consideration will be contacted.