

# Customer Service Sales

## ☀️ We're Hiring: Superstar Receptionist & Sales Support (Full-Time) ☀️

*Bring your creativity, organisation, and industry savvy to a dynamic, design-focused team.*  
Are you a super-organised, outgoing, and creative individual with solid sales experience in the **building materials** industry?

Do you love the buzz of a showroom and thrive when juggling multiple tasks at once?  
If that sounds like you, we'd love to meet you!

📍 **Location:** Kirrawee – Sutherland Shire

📅 **Schedule:** Monday to Friday, full-time

### 🔧 The Role:

This is not your average front-desk job. You'll be the face and voice of our brand — welcoming walk-in clients, answering phones with a smile, and supporting our sales process.

At the same time, you'll flex your creative side by collecting and collating project imagery for marketing, while keeping our company director one step ahead with exceptional PA support.

### 👛 Your Key Responsibilities:

- Greet and assist walk-in customers in our **inspiring showroom**
- Manage and direct **reception calls and enquiries** with professionalism and warmth
- Use your **building materials product knowledge** to support sales and client enquiries
- **Book in jobs** and coordinate scheduling with clients and our team
- **Collect payments** and issue invoices, with accuracy and attention to detail
- Collate job images and information for marketing campaigns and project case studies
- Liaise with suppliers, customers, and team members with ease and efficiency
- Provide personal assistant support to the company director — scheduling, follow-ups, and general coordination
- Keep our space and systems running smoothly, with a sharp eye for detail and organization

*Peace of mind guaranteed from start to smooth finish*

### 💡 **What You'll Bring:**

- **Proven sales experience** in the building materials, interiors, or construction sectors
- Exceptionally **organised and proactive**, with strong communication skills
- A creative flair and eye for detail when it comes to visual content and project presentation
- Confidence in **booking jobs and managing payment transactions** professionally
- A friendly, confident manner and the ability to make clients feel welcome and supported
- Tech-savvy and comfortable using CRM software, email, and Microsoft Office or Google Workspace
- A genuine team player who loves being part of a fast-paced, dynamic environment

### 💎 **Why Join Us?**

You'll join a passionate, tight-knit team that values design, collaboration, and doing things with pride. We offer a beautiful work environment, opportunities to grow with the business, and the chance to work closely with a founder who values initiative and integrity.

**Please send your resume to [glen@greaterglass.com.au](mailto:glen@greaterglass.com.au)**

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