



Sales & Scheduling Coordinator

Greater Glass is seeking a motivated Sales & Scheduling Coordinator to join our team in a full-time, office-based role. This position is ideal for someone who enjoys reactive sales, customer interaction, and managing the end-to-end process from enquiry through to booking, payment, and scheduling.

You will be a key point of contact for customers, supporting residential, commercial, and government glazing projects.

Key Responsibilities:

- Managing incoming sales enquiries via phone and email
- Preparing, checking, and issuing customer quotations
- Following up quotes and converting enquiries into confirmed bookings
- Coordinating job scheduling and supporting project workflows
- Processing payments and maintaining accurate sales records
- Liaising with customers, suppliers, and internal team members
- Maintaining customer, pricing, and scheduling databases
- Supporting general sales administration and documentation
- Identifying opportunities to improve systems, processes, and customer experience

Skills & Experience:

- Experience in sales administration, customer service, or construction administration (preferred but not essential)
- Driver's licence and own transport
- Strong computer and data entry skills
- High level of accuracy with numbers and documentation

About You:

- Confident communicator with a customer-focused approach
- Highly organised and able to manage multiple enquiries and deadlines
- Comfortable handling quotes, bookings, and payments
- Proactive, reliable, and solutions-focused

- Able to work independently and as part of a team
- Interest in construction, systems, and process improvement

What We Offer:

- Competitive salary
- Full-time, office-based role
- Supportive and friendly team environment
- Free onsite parking
- Three-week Christmas shutdown
- Ongoing training and career development opportunities

Please send your resume attention to stephanie@greaterglass.com.au

Or for a confidential chat contact Stephanie on 02 9521 7298.