



Production Scheduler

Are you a highly organised, motivated, and customer-oriented person looking to develop your career with a leading Australian manufacturer that's growing, friendly and supportive?

- Industry leading manufacturing organisation
- National customer base and a great team based in Griffith NSW
- Permanent Full Time – Start ASAP

WHO WE ARE

Swift is an Australian manufacturer specialising in componentry for original equipment manufacturers and our own range of Anchorage pipe support systems and associated fittings. For over 20 years, Swift has supplied clients nationally and throughout the APAC region with component solutions through a value led commitment to our team, our products, innovation and most importantly, outstanding customer support and service.

ABOUT THE OPPORTUNITY

Due to an increased demand on our Sales Department and planned continued growth in this area, a newly created Sales Coordinator role has been created.

Working from our modern facilities in Griffith, this is a fast-paced role, offering you variety, challenges, and the opportunity to use all of your acquired organisational and customer service skills.

This role would suit someone with a practical and hands on background who prides themselves on their high level of organisational capability, significant experience in customer service and who genuinely enjoys working as part of a team.

Reporting to the Sales Team Leader, your key responsibilities include:

- Assist and support the team with answering inbound calls and emails
- Responding to and facilitate customer enquiries for shipment deliveries.
- Prioritising and scheduling and tracking orders into M1
- Communicate proactively and regularly with production team to ensure orders are on track
- Accurate reporting on order status and forecast expectations
- Weekly & Monthly sales reporting for the Team Leader
- Ensure consistent and professional management of key existing clients by regular contact and support.
- Assist in outbound client contact initiatives as part of a team initiative
- Preparedness to go 'above and beyond' to assist the team to reach individual and business objectives and targets.
- Maintain detailed and up-to-date client contact records within M1 to support sales and marketing activities
- Take on any other relevant projects/duties as specified by your Team Leader

WHAT WE ARE LOOKING FOR

We are looking for someone who has:

- At least 3 years comparable experience
- Relevant degree or tertiary education in a relevant field (desirable)
- Experience in the engineering/manufacturing industry (highly desirable)
- Experience in working directly with key clients (highly desirable)

Key Competencies & skills required:

Created on: 12/3/21	Page 1 of 2
Updated on: 12/3/21	Swift Metal Services Pty Ltd Confidential



- Highly polished & professional in presentation.
- Highly motivated self-starter with the ability to set objectives and ensure their achievement
- Results driven & Solutions focused
- Commercially astute with strong customer focus
- Ability to manage multiple tasks systematically and effectively
- Outstanding communicator at all levels
- Proven planning principles and experience
- Commitment to Swifts Values
- Collaborator & Team Player
- Highly confidential

WHAT WE CAN OFFER

As the successful candidate you will be rewarded with:

- On the job training and ongoing career development in Sales environment
- A competitive salary package (depending on experience)
- Supportive and highly experienced team and manager
- Swift provides a safe smoke-free workplace and equal opportunity.

This is an opportunity to further your career within a growing company, prove yourself in this role and other opportunities will be sure to open for you down the track.

Created on: 12/3/21	Page 2 of 2
Updated on: 12/3/21	Swift Metal Services Pty Ltd Confidential