

Private Label / Sales Coordinator

- Service-minded, FMCG experienced, multi-tasking Coordinator
- Project and commercial support in a fast-paced environment
- Permanent, full-time position in a growing business with a great culture

We are a well-established SME that continues to innovate & develop grocery products gaining market recognition within the Australian grocery industry. An ideal opportunity to join a motivated and growing team is now available for an experienced Project Coordinator who takes pride in providing excellent support & service to Account Managers.

In this full-time permanent position within the FMCG industry, you will be working with the Commercial team to achieve goals, through supporting existing and initiating new projects, negotiated by our Account Managers. This position is diverse and requires being able to handle many and varied tasks throughout the day, making good organisation and time management skills essential.

This fundamental role is the fuel to drive the team's success. With a hands on approach, tasks include but are not limited to; implement product development projects from inception to delivery; assist Account Manager with product submissions, tenders and category reviews; prepare project plans, monitor and report on Project status; undertake product benchmarking analysis and work closely with the QA team to resolve issues; deliver timely and constant communication on all projects to key stakeholders; and other administration duties in relation to travel requirements, data entry, store checks and product reviews.

Essential key attributes of our successful candidate will be:

- Speed and an eye for detail
- Exceptional customer service skills
- Proactive, with a 'can do' attitude
- Able to communicate in a clear and concise manner
- An ability to deliver on multiple projects at the same time
- Comfortable working both autonomously and in a team environment

This is an excellent opportunity to be part of a friendly company that recognises, draws and develops the potential in their people. Exposure to various European cultures in a business environment and previous experience in a similar role in a food FMCG company would be a plus, but not a requirement.

Please provide a cover letter and resume when you submit your application to hr@orange-and-green.com. We look forward to hearing from you.

Please note only shortlisted candidates will be contacted. You must have the appropriate working rights within Australia to apply for this role. Please no agency referrals for this position.