



Sales, Packaging and Logistics

Pepo Farms and the Australian Pumpkin Seed Company is Australia's only growers of pumpkin seeds and we are committed to developing the industry in Australia. We are a rapidly growing company based in Ovens, Victoria. Our company includes our farms, manufacturing and sales areas. Due to our increase in growth, we are recruiting for 1-2 positions Permanent and Casual.

We already have an incredible team of people who are self motivated, have a strong passion for sharing the great farming and food experiences we offer, with go getter attitudes and vibrant personalities. This is our culture. Do you have the same qualities? If you think you do, then we'd love to hear from you.

Candidate Requirements

- Excellent professional communication and literacy skills. You enjoy corresponding positively and engaging with people.
- Computer literate – technology doesn't scare you.
- Ability to follow procedures, attention to detail, diligence and accuracy is essential. (You can tick everything on a list.)
- Able to juggle a few things on the go with interruptions. (This is an exciting, busy and constantly changing environment.)
- Physically fit as regular heavy lifting is required. (You don't need to be a body builder but you won't be just lifting envelopes all day.)
- You already have a passion for healthy foods and farming – this is a must and will be evident just by talking to you (because our business is all about growing and selling food).
- Taking pride in the work you do and constantly wanting to be more efficient.
- Working on weekends.
- You really want to work for us!

Position description – Sales, Packaging and Logistics

- The overall position requires a strong sales focus.
 - While welcoming visitors and potential customers into our shop, you will be providing an educative presentation of our business and product range to help them identify what they want and need.
 - Sales enquiries – servicing new customers calls and email enquiries.
 - Order logistics. Customers call and email orders. You will be executing the processing and dispatch of small retail to large wholesale orders which includes preparing invoices, processing payments and boxing items.
- Opening and closing the shop on a daily basis. This includes daily cleaning tasks.
- Assistance with factory operations if required, this may include manual labour and heavy lifting duties related to individual product packaging.
- Other duties as directed by management.

To apply please email your résumé and cover letter to admin@pumpkinseed.net.au

Applications Close 12pm Friday 3rd July 2020