

JOIN OUR TEAM



About Us

MV Technology Solutions is a specialist supplier of premium electrical and rail infrastructure products across Australia and New Zealand. We're a tight-knit team supporting major utility and infrastructure projects — and we're looking for an experienced, detail-focused Sales Administrator to join our Taren Point office.

This is a flexible part-time position, ideal for someone with administration experience seeking school-friendly hours in a supportive and professional workplace.

About the Role

You'll be part of our Sales Administration team, working alongside two experienced colleagues while supporting a busy sales team. Your role will be central to keeping operations running smoothly — from processing orders and coordinating logistics to preparing quotes and assisting with marketing materials. With variety in your day and close collaboration across the business, no two days will be the same.

Key Responsibilities

- Enter and process customer orders and supplier purchase orders with accuracy and efficiency
- Raise and follow up freight bookings with couriers and logistics providers
- Assist with staff expenses and travel bookings
- Prepare and send professional customer quotes form price lists
- Support the sales team with presentations and other marketing tasks
- General office administration and ad hoc support across the business

What We're Looking For

- Exceptional written and verbal communication skills.
- A proactive, solution-focused mindset with strong customer service skills.
- Proven ability to multitask, prioritise, and manage time effectively.
- Meticulous attention to detail and excellent organisational skills.
- A team player who takes ownership of tasks and consistently meets deadlines.
- 2+ years of experience in a similar role, with strong business acumen.
- Proficiency in MYOB AccountRight or a similar ERP system
- Prior experience in import/export processes (advantageous but not essential)

What a Standard Day Looks Like

- Start by checking emails and messages to prioritise internal and external requests
- Process new sales orders and review pending orders to ensure customers receive accurate delivery updates
- Liaise with suppliers regarding purchase orders and delivery schedules
- Coordinate transport with logistics partners, prepare documentation for imports/exports, and monitor shipment progress
- Assist accounts with data entry and reconciliations
- Provide daily support to ensure the sales team can focus on customers and projects

Benefits

- Onsite parking.
- 10% annual KPI bonus.
- Employee mentoring program.
- Professional development opportunities.

Work Schedule

- Monday to Friday (No weekends).
- Hours: 9:30 am – 2:30 pm, 3–5 days per week
- Full 5 days required during training period

How to Apply

To join our team, please email your CV and cover letter to JoinUs@mvtech.com.au or call 02 9531 6002 for more information.

Take the next step in your career with MV Technology Solutions – where your skills and expertise will make a real impact, and your contributions are truly valued and recognised.