



Administrator/Sales Support

Skysales Aviation is one of the largest suppliers of helicopters and helicopter parts in New Zealand. Based at Christchurch Airport, Skysales Aviation is Australasia's sole distributor of MD Helicopters and a distributor of Robinson Helicopters.

An exciting opportunity has become available for a part time experienced Administrator/Sales Support person (30 hours per week).

This role has the responsibility for the provision of administrative support to ensure that sales orders are processed, invoiced and delivered on time. Reception tasks in our Sales Office are also required.

Skills and attributes sought are:

- Experience in general administration and sales order processing
- Well-developed computer skills in Microsoft Office suite particularly Excel and Word, and familiarity with sales/inventory management systems
- Strong customer service skills and the ability to work well autonomously and as part of a team
- The ability to manage workload in an efficient and effective manner

If you have the skills, are looking for a new challenge, and want to work for a nationally recognised leader in General Aviation please forward your letter of application and curriculum vitae to:

Gerard Bouman
Skysales Aviation (NZ) Limited
PO Box 14218
Christchurch Airport
Christchurch 8544

gerard.bouman@skysales.co.nz

A copy of the application form can be found on www.skysales.co.nz/jobs/

Applications close Friday 9 September 2011