



Want to create your perfect job?

Reception/Administration/Sales Support,
Mt Wellington

Feeling blue about your current position? Want to paint a fresh start for yourself in 2009? If you are feeling creative and have what it takes to juggle the full palate of tasks in a varied office support role then you could be the Picasso we are looking for!

Alcon is a global leader specialising in delivering quality ophthalmic surgical, pharmaceutical and contact lens care products for healthcare professionals. There is now an opportunity for a colourful and competent office support artist to join their team in Mt Wellington. Based on reception, covering the phones and attending to visitors, you will also be taking on a wide spectrum of tasks from office administration to supporting the sales teams with order processing. But there is more! This role will also allow you to look after your own portfolio of clients, to develop your sales and service skills at the same time as building great working relationships and creating your own commission opportunities.

To paint this picture you will have superb initiative and time management skills which see you prioritising, planning and managing your day. Also essential is the ability to build strong internal and external relationships with your fantastic verbal and written communication skills and your professional approach to work. A good comfort level with the Microsoft suite would be a handy hue too!

This is a super company with a bright and supportive team but to top this all off, there is a great salary package complete with medical cover, life insurance a fantastic contribution to Kiwi saver! – It's the full palate!

So are you ready to add some colour to your career? Come on and make your mark today!

Call Tara Jane on 09 968 8478 or email your CV to tarajane@jobswithsalt.com