

Administration and Customer Service (Maitland)

- Broad and varied role
- Flexible hours for the right candidate
- A company that offers personal development and career progression

About the Role

The Administration and Customer Service role is key to YP AG delivering on its promise to their customers. This position supports the Company Administration Manager in a range of administrative tasks, while directly supporting the Maitland Branch.

You can expect to be involved with merchandising, stock control, and to be always growing your knowledge and understanding of YP AG's wide range of products and technical services.

This is a full-time, Award-based role, offering an opportunity to join a dedicated, professional team, where you can make a difference.

About You

You love being busy and taking responsibility for getting a job done right. You'll be able to think on your feet, multi-task and respond to all kinds of people. You'll have a strong quality focus and maintain an upbeat, can-do attitude to your work.

You have a keen eye for detail and know how to build and maintain relationships with a wide group of people. YP AG has an energetic and professional team, working to deliver the best-possible outcomes for their customers – and you will be eager to be a part of it.

About YP AG

Established in 2003, YP AG has quickly established itself as a leader in rural services for South Australia. With locations in Kadina, Maitland, Yorketown and Curramulka, YP AG's vision is to ensure they remain aware of their customer's needs; strengthen relationships and deliver a superior level of service and support.

YP AG's research and development programs are a key focus, ensuring they can achieve the best possible outcomes for clients and supplier partners.

This is a great role, offering variety, people contact and learning, while delivering real value to the YP AG team and our customers. If you are interested, we'd love to hear from you and why you think you'd make a good fit for the team. Please email your cover letter and CV, to:

Dom Meaney,

Branch Manager, Maitland

dom@ypag.com.au