



# GREAT DANE

## **A&D Sales Support**

**Based in the Melbourne Office in Fitzroy**

### **Full-time Position**

Great Dane is Australia's eminent purveyor, master, and collector of Luxury Scandinavian furniture. Founded in Melbourne in 2002, our unbridled passion for timeless Scandinavian design has seen us establish an inimitable reputation for quality, service, craftsmanship and knowledge. At Great Dane, we are committed to ensuring that the precision and restrained beauty of Scandinavian design is upheld at all times and these qualities are represented through every aspect of our business.

As part of the Great Dane A&D team you will be working closely with the Sales Consultants and General Manager to ensure we are meeting our client's expectations to deliver an exceptional level of service. This will involve you collaborating with our purchasing and warehouse teams to ensure everything runs smoothly and to keep our clients proactively informed about their orders and deliveries.

This role has a variety of responsibilities that come with it and your typical day will involve the following:

- Ensuring our client orders are processed accurately and efficiently and then see them right through to the delivery to the client.
- Updating information across various operational platforms and generating reports for the team and senior management.
- Liaise with our clients, warehouse team and delivery providers to organise the safe arrival of our client's orders.
- Primarily this is an administrative role focusing on our operations, but it also involves you representing Great Dane directly with our wholesale client network who represent a selection of our collections across Australia.

We have a few expectations of you both specific to this role along with those for anyone joining our team.

- You will have a passion for furniture and design.
- You love accuracy and have a great attention to detail ensuring you meet your own high standards.
- Coming in to work with a positive and respectful approach to your colleagues and our clients.
- A good level of experience in using Excel and other sales related systems (experience using Lightspeed is a bonus).
- An aptitude for understanding operations and processes and enjoy looking for ways to improve them
- Working collaboratively with your colleagues and enjoy being a part of the team's achievements.

If you think this all sounds exciting and would like to join the Great Dane team then please email your CV and a covering letter to Jon Holland at [jon@greatdanefurniture.com](mailto:jon@greatdanefurniture.com)