

Reception & Logistics Administrator



FUSO New Zealand Ltd was appointed the distributor of FUSO trucks, buses and parts throughout New Zealand in 2017. We have relaunched the brand with a focus on Delivering Better - better value; better service and support; a better customer experience overall.

As Reception & Logistics Administrator you will be the 'face and voice' behind FUSO New Zealand Ltd. Your professional and friendly personality will be important in this front of house role. Based at reception you will greet all visitors, answer the main line phone calls and undertake a variety of administrative duties such as preparing business documents, controlling mail and ordering stationary and consumables. You will be providing a high level of support to both the logistics and sales teams, arranging transportation and documentation of all new vehicles arriving into New Zealand, processing purchase orders, liaising with transport and shipping companies, performing claims management duties, and updating both NZTA and FNZ databases with new vehicles. You will build strong relationships with dealerships throughout the country and be responsive to their needs.

You must be highly motivated, a team player, display effective communication skills (both written and verbal) and have experience working in Microsoft Office Suite. We are looking for a well presented and organised individual, who has an eye for detail, can contribute fresh ideas to the team and is happy to keep the presentation of the offices to a high standard. A qualification in business or administration is desirable.



To apply for this job go

*to: <http://keithandrews.recruitment.co.nz/Vacancies/> & enter
ref code: 3981869. Applications close 23 February 2018*