

# NOW HIRING | Online Sales Assistant

We are seeking a self-motivated, energetic individual to fill a position within our online team, based at our HQ here in Hamilton! This role includes the processing of online sales and exchanges, communicating with our stores and customers throughout New Zealand. We are seeking someone who shares a passion for ensuring our customers get the right product and the best customer service experience.

## You will need:

- Great phone manner
- Customer service experience
- Outstanding written and verbal communication (can compose a very clear & well-structured email)
- Attention to detail
- Problem solving skills
- Self-management, multi-tasking & time keeping skills (ability to prioritise work load)
- Works well under pressure
- Ability to work as a team
- Excellent computer skills
- Flexible and adaptable with great organizational skills
- High level of confidentiality and integrity
- Flexible and willing with a 'can do' attitude
- Versatile and willing to undertake a range of tasks including office administration and retail when required

## Availability:

- Monday – Friday (weekends will be required during the Christmas period)
- 30 - 40 hours a week (hours will increase over the Christmas period)

If you think you've got what it takes or would like to know more, email your **CV & application form** to: [marketing@backdoor.co.nz](mailto:marketing@backdoor.co.nz)

Applicants for this position should have NZ residency or a valid NZ work visa.