



OFFICE ADMINISTRATION / SALES

Full-time, ongoing

Elevate your career with us!

We have an exciting opportunity for an Office-Production Administration/Sales member to join our team!

About Us

Leading Image School Photos are the leaders in School Photography.

We are a national brand, we pride ourselves on value, quality and service to our customers. Local schools being serviced by local people, developing long and valued relationships you can trust.

Our branches located across Australia are focused on providing excellent service along with exceptional quality in our work.

Our New South Wales branch is currently seeking the services of an Office/Production Coordinator to assist with a variety of processes. Our office is located in Kings Park, Great Western region of Sydney.

Your New Role

Playing a valued part in our operations in Sydney, this full-time position is being offered to work 38 hours per week (Monday to Friday).

This is a new role within our company, where you can offer invaluable support with your high-level organisation and office administrations skills. Terms 1 and 2 are very busy. Terms 3 and 4 are not quite as busy and hours may be flexible during this period.

You will work under the supervision of our National Administration Manager who will train you in all aspects of the role.

Your duties will include:

Office Administration

- All aspects of administration responsibilities for the branch office.
- Liaising with schools in relation to photo day preparation and after photo day requirements.
- Managing telephone calls to the branch.
- Assisting our current Client and Sales team.
- Liaising with our Lab including co-ordinating proofing between lab and schools to bring job to final print.
- Managing the photography roster and branch calendar.
- Process paperwork including booking sheets for schools, proposals and contracts for sales.
- Various other jobs as required by management.

Sales

- You will be responsible for sourcing news schools on behalf of Leading Image School Photo's for photographing.
- Your dynamic personality, ability to communicate well, your attention to detail and exceptional organisational skills in the field will be very highly regarded.
- You will be required to travel daily to various schools and locations with the possibility of some overnight travel.
- Previous experience in sales is welcomed and previous experience in the school photography industry will be highly regarded.
- You will have good administration skills with basic computer knowledge. You will be required to report results to management on a weekly basis.
- You will be a team player and you will work closely with other branch staff and your support management team.

What do we need from you?

Attitude is everything! We look for people with a drive and passion for what they do. If you believe you have the following attributes, then this job is for you:

- Experience in office administration is essential
- The ability to communicate clearly and effectively, written and verbally with all levels of internal staff, school staff, parents and other stakeholders
- Advanced Microsoft Office skills
- You will have good people skills and show courtesy and respect at all times
- Adaptable and flexible
- Attention to detail and a high level of accuracy
- A can-do attitude
- You will hold a current Working with Children Check (Employee Status), Blue Card and current Driver's licence

Why Join Us?

- Career progression, training & development opportunities
- Be a part of a passionate and inclusive team, that values each team member's contribution to providing quality and exceptional photography services
- Support and training in learning our style and systems is provided
- Be a part of a National Company
- A positive and supportive workplace culture

We'd love to hear from You!

If this role appeals to you and you have the expertise and skills set to match, we encourage you to 'Apply Now'. Please submit a resume and cover letter outlining your experience and why you believe you are the perfect fit for this role.

Due to a high volume of applications only shortlisted candidates will be contacted.

You must have the right to work in Australia to be considered.