

# NOW HIRING

# ADMINISTRATION OFFICER

## CUMMINS

### FULL TIME POSITION.

**JOIN THE SOUTH AUSTRALIAN MARKET LEADER IN AGRICULTURAL MACHINERY SALES & SERVICE.**

**RARE OPPORTUNITY TO BE A PART OF ONE OF OUR BEST PERFORMING BRANCHES.**

**CUMMINS, THE GATEWAY TO YOUR NEW LIFE.**

Ramsey Bros is a true South Australian success story that has spanned over 68 years and three generations. As one of South Australia's largest Agricultural Machinery Retailers we recognise that our people are our greatest strength and are critical to our success going forward.

With core family values based around trusted business partnerships with customers, Ramsey Bros grows from strength to strength as a multi franchised agricultural machinery group selling and servicing a wide range of farming equipment.

Cummins has played a vital role as a service hub to the agriculture industry since being settled in 1904, the region contains some of the most productive farming land on the Eyre Peninsula.

**The opportunity has arisen for a motivated individual with strong administrative acumen who is able to support the business with superior administration skills, proven ability to develop a culture which encourages and promotes excellence, professionalism, teamwork and accountability.**

**This role is specifically full time 5 days per week and is responsible for day to day administrative duties including supporting the Parts, Sales and general admin departments in the dealership. Customers are critical to our organisation and we would expect you to have a customer focus, both external and internal. Well-developed interpersonal, communication and negotiation skills are a prerequisite. We would prefer experience within an agricultural or motor vehicle dealership which during our seasonal times is fast paced, need to be able to prioritise issues and deal with them with urgency and attention to detail.**

The role is supported by experienced group staff, a newly appointed branch manager and some of the largest agricultural brands in South Australia. A strong commitment to our organisation is required to succeed in this role and candidates will need to demonstrate previous experience in administration, a dedication in serving the customer and ensuring the customer experience is of the highest industry standard.

For further information or a confidential discussion about the role, please call **Al Kalvaitis on 0417 807 857** or email **akalvaitis@ramseybros.com.au**