

Technology Sales Support

The Broadtech Group Limited

This is a newly created full-time role based in our Mt Wellington office location.

The Broadtech Group Limited:

Broadtech is a long established and dynamic company in the broadcasting, telecommunications, film & media, health, and enterprise sectors.

We own and operate a nation-wide network of transmission sites and a digital terrestrial television transmission network and support a wide range of technology solutions.

We also perform the following:

- Product Sales in the Broadcast, Audio, Film, Media and Connectivity sectors
- Electronic servicing including high end AV and robotic cameras
- Radio and Television studio and network solutions
- Health and Enterprise systems including Duress, Nurse Call and Messaging
- Cellular network design and build, including new sites, hardware swaps and site upgrades
- Customised coverage solutions - DAS
- Digital Land Mobile Radio and Maritime solutions
- Microwave Linking solutions

We operate in NZ and the Pacific Islands and are growing rapidly by taking full advantage of the changing digital world.

The Role:

This is a newly created full-time role based in our Mt Wellington office location.

This role will support our growth and is hands on. You will be a key member of the team and primarily involved in:

- Technology sales support and administration
- Responding to customer enquiries regarding orders and servicing
- Processing Orders & Invoicing
- Inwards and Outward goods; includes picking and packing
- Stock management and stock takes
- Any other task the employer may reasonably request

You will need:

- A passion for technology with a willingness to grow across all areas of the business
- Prior customer service and/or sales administration experience an advantage
- Logistics / Stock management experience an advantage
- Experience with data systems and proficiency in using Microsoft Office and other applications to create and manage data and documents
- Excellent oral and written communication skills

- Willingness to manage a variety of responsibilities in a team environment
- Well-developed planning and organisational skills, including the ability to prioritise tasks under pressure
- The ability to build positive relationships within a team, organisations, external customers and stakeholders
- Reliability and resilience
- Accountability for decisions

This is a great opportunity for someone who wants to be involved in an entrepreneurial, forward thinking, and growing business where people matter.

The Rewards:

- A wide range of development opportunities
- The guidance of an experienced Sales & Delivery team
- A stable, long established, and secure business
- A great company culture, hard working and supportive team that has a laugh or two
- Rewards and remuneration grow over time as you gain more experience

About You:

- Enthusiastic, switched on and eager to work with others
- Work well within a team, be able to take direction, but also able to work autonomously when needed
- Willingness to take ownership, be held accountable and achieve a good outcome for all stakeholders
- We are looking for someone who is committed and serious about growing their career

Come and have a talk to us about this role and the benefits it will bring.