



SUMMIT FLEET LEASING & MANAGEMENT

SALES SUPPORT ADMINISTRATION OFFICER

We are seeking a person to join our Victorian Sales Team in the position of Sales Support Administration Officer.

The position would suit a committed and passionate customer support person who exhibits good written and verbal communication skills and competence in Microsoft Word, Excel and Power point. You will have daily phone and email contact with clients, reception duties, a wide range of administration duties and be able to work with minimal supervision. A current driver's license (capable of driving manual & auto vehicles) is also required.

If you have a background in the Fleet Leasing Industry, Novated Lease sector, consumer finance, new vehicle dealership administration, this role provides an exciting opportunity to be a part of this growing vibrant organisation.

Summit Auto Lease Australia Pty Limited provides vehicle leasing and management services nationally and is a wholly owned subsidiary of Sumitomo Corporation, one of Japan's largest global integrated trading companies.

Applications for the position, including your Resume should be emailed to jeff.norfolk@summitlease.com.au