

## Job Description

Are you super organised with an eagle eye for detail? Do you enjoy making sure everything is running smoothly behind the scenes? If yes, we've got just the role for you!

At ABZ Group, we're looking for a **Business Development & Commercial Administrator** to join our team! This role is ideal for someone who's great at admin tasks, enjoys working with data and documents, and loves helping things stay on track.

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## Why You'll Love This Role!

- ✓ **Build Your Career** – A great starting point for someone eager to grow in admin and business support.
  - ✓ **Learn on the Job** – Training and support provided, no need to be an expert (yet!)
  - ✓ **Team Vibes** – Be part of a friendly, supportive, and collaborative team.
  - ✓ **Exciting Workplace** – Every day is different, and your work truly matters.
  - ✓ **Work-Life Balance** – We get things done and still make time to enjoy work.
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## What You'll Do:

- 📋 **Support Admin Tasks** – Help manage supplier contracts, upload documents, and track deadlines.
  - 🔍 **Check & Update Info** – Make sure pricing and product details are accurate and up to date.
  - 📞 **Communicate with Suppliers** – Follow up for missing details, rate extensions, or new offers.
  - 💻 **Keep Our System in Shape** – Work with the team to keep our ERP data tidy and correct.
  - 📊 **Help with Reports** – Assist in basic reporting and competitor checks.
  - 👥 **Be a Team Player** – Collaborate with different teams to support day-to-day operations.
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## Who We're Looking For:

- 🎓 **Education:** HSC or Diploma – anything in admin, business, or similar is great.
- 🗣️ **Great Communicator:** Clear, friendly, and professional in English & French.
- 🔍 **Detail-Oriented:** You spot small mistakes before they become big problems.
- 🧩 **Organised & Reliable:** You love checklists and keeping things in order.
- 📈 **Eager to Learn:** You're motivated, curious, and ready to grow.