



# Sneddens Global Logistics

We Deliver Beyond Your Expectations

Job Title: Sales support Part time Maternity Cover

Location: Flexible

Job Type: Part Time

Job Category: Sales/Business Development

**Description:** Sneddens Global Logistics is a well-established Freight Forwarder/Customs Broker. We are looking for someone eager to take on a part time position in our business in a Sales Support capacity. The role would be working closely with management and one of the directors. The ideal candidate would be looking to ease their way back into freight forwarding after a break from the industry or a change in pace from a full 40-hour week.

Hours of work are flexible for this role, for the right autonomous candidate, this could suit well into school hours for working parents or those with other commitments to meet.

At Sneddens we have a broad client base across the industry and handle a wide variety of import & export cargoes. As part of the role there would be a degree of customer engagement required to continue to deliver our “personal touch” service. We are developing our technology offering to customers and internally - most menial tasks are offshored to enable better office productivity.

**Duties include** Preparing quotes, making courier bookings, assisting Op’s where required Sourcing rates from shipping lines, airlines & transport providers, overseas agents Compiling freight estimates and rate proposals Following up on clients who have received quotes Weekly Newsletter / Rate promotions

**Skills & experience:** Freight forwarding experience is required High level of attention to detail Microsoft excel skills Experience in using cargowise preferred but not essential Proactive, positive, team player

The role would be 4 hours per day with flexible hours, we are a small tightknit team who enjoy a good laugh and helping each other out. There is potential for a degree of working remotely in this role - time in the office will be required. Laptop would be provided by the company.

This is a salaried role and skill, and experience will factor in to the remuneration.

Please send your CV to [ryan@sneddens.co.nz](mailto:ryan@sneddens.co.nz) & [Mark@sneddens.co.nz](mailto:Mark@sneddens.co.nz)

Sneddens Global Logistics

<https://www.sneddens.co.nz/>