

MOSES & SON
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Position Description: Rural Sales Assistant

Position Title: Rural Sales Assistant

Location: West Wyalong, NSW

Employment Type: Full-Time

Reports to: West Wyalong Store Manager

Scope:

The Rural Sales Assistant is responsible for supporting and growing the Rural Supplies business through in-store sales, service, and administrative support. This role plays a key part in delivering exceptional customer experiences and providing technical advice, particularly to sheep and wool producers across the region.

You will assist with the efficient operation of the West Wyalong store, including administrative duties and the receipt and dispatch of wool in coordination with the Wool Technical Officer.

This is a hands-on, client- and relationship-focused role for someone who thrives on practical, science-based solutions and contributes effectively both independently and as part of a collaborative team.

Skills and Competencies:

Experience in rural supplies or a related agricultural field, supported by strong customer service and communication skills. Sound knowledge of the wool and sheep industry, including wool purchasing, will be highly regarded.

Proficiency in point-of-sale systems and the Microsoft Office Suite is essential, along with the ability to engage confidently and professionally with clients, suppliers, and team members. A current driver's licence is required, and a forklift licence or willingness to obtain one is essential.

Primary Responsibilities:

Rural Sales and Service

- Support and grow the Rural Supplies business through excellent customer service, technical product advice, and sales.
- Assist with stock management, product displays, field days, clearing sales, and trade shows.
- Maintain accurate records and ensure compliance with statutory and company requirements.

Administration

- Provide general office support, including data entry, record keeping, and assisting with store operations.

Wool Receipts and Pressing

- Receive, store, and verify wool clips and ensure bales are pressed and transported according to company and industry standards.
- Maintain equipment and report any non-conformances.
- Assist with sampling as required.

Warehouse and Logistics

- Maintain a clean, secure, and organised warehouse.
- Coordinate on-farm pickups, deliveries, and wool press hire, ensuring safe handling and accurate documentation.

Private Buying

- Value and price wool clips, communicate with clients, arrange payments, and adhere to market limits.
- Identify opportunities to grow the business.

Client Engagement

- Represent Moses & Son at industry events, field days, and education sessions.
- Provide relief support to other team members as required.

General

- Abide by Moses & Son's policies and practices as varied from time to time.
- Participate in Moses & Son's performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of Moses & Son by always adhering to the Code of Conduct.
- Contribute to the quality improvement process.

Workplace Health and Safety

- Moses & Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses & Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.