





Immediate start

Sales Admin/Coordinator

Simmonds & Bristow Pty Ltd  [View all jobs](#)

-  Tennyson, Brisbane QLD
-  Client & Sales Administration (Administration & Office Support)
-  Full time
-  \$60,000 – \$65,000 per year

Posted 2d ago

Are you looking to channel your knack for organisation into work that really matters?

- Support sales team operations and administration
- Coordinate documents, proposals, and client communications
- Full-time role in Tennyson, Queensland
- Competitive salary with professional development opportunities

At Simmonds & Bristow, the purpose is clear: enabling regional and remote communities to access safe, reliable water and environmental management systems throughout Australia and the Pacific. With decades of hands-on experience, the team combines technical know-how with a down-to-earth approach, always striving for practical, cost-effective results.

You'll be joining a company where your work is valued—from supporting community essentials to developing your own expertise through nationally recognised training. The team's collaborative spirit and supportive mindset ensure everyone grows together while making a genuine difference in places that truly need it.

Joining as a Sales Admin/Coordinator, you'll be at the heart of our sales process—keeping everything running smoothly behind the scenes.

Your main focus will be handling administrative tasks, updating sales materials and CRM records, preparing proposals, organising travel, tracking key metrics, and providing friendly client service.

A strong foundation in administration is important, as is comfort with document management and a willingness to learn new systems. You'll also help our team stay connected with clients and colleagues, benefiting from structured guidance and clear routines.

This role will suit someone with following traits:

- Enjoys a **structured routine** and stays organised with multiple tasks.
- Feels at home working in a **supportive, team-oriented** environment.
- Has a **steady approach** to time management and deadlines.
- Values **clear communication** and can interpret varied requests.
- Comfortable taking **direction**, but able to suggest ideas when needed.
- Balances **objectivity** with a practical, can-do attitude.
- Motivated by **helping others** and facilitating smooth operations.
- Able to **adapt** both to processes and to the needs of clients or colleagues.

As part of Simmonds & Bristow, your attention to detail and commitment to supporting your team are directly connected to outcomes that matter—for the company and for communities.

If this resonates with you, we'd love to hear how your skills can help streamline our sales team and support our mission. Take the next step—apply today and be part of

something practical, positive, and impactful.

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 Salary match

 Number of applicants

 Skills match

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Employer questions

Your application will include the following questions:

Which of the following statements best describes your right to work in Australia?

How many years' experience do you have as a Sales Administration Coordinator?

Do you have experience in administration?

Do you have experience in a sales role?

Do you have customer service experience?

Which of the following Customer Relationship Management (CRM) systems do you have experience using?

What's your expected annual base salary?

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