

## Customer Service Representative

Page Personnel • Northern Suburbs Melbourne VIC



Base pay

\$55,000 - \$60,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**25 Jan 2022**



Expired On

**28 Jul 2022**



Category

**Customer Service & Call Centre**



Occupation

**Customer Service**



Base pay

**\$55,000 - \$60,000**



Contract type

**Permanent**



Work type

**Full time**



Job mode

**Standard business hours**



Work Authorisation

**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

### Perks

CAREER DEVELOPMENT

### Skills

STRONG WORK ETHIC

CUSTOMER SERVICE REPRESENTATIVE

PROBLEM SOLVER

### Full job description

- immediate start
- Great career development

### About Our Client

Our Client is within the Building sector, an established Australian owned business. Who pride themselves on excellent service and quality products. This is a close-knit team which are seeking link minded people, who want to grow their career. This role would work closely with the customer ensuring the best possible customer experience. This is a fast-paced role that requires someone who is a problem solver with a solid work ethic that can work efficiently and effectively to achieve desired business outcomes. Located in Epping.

### Job Description

Reporting to the Customer Service Manager, your main role and responsibilities will include:

- Managing in-bound calls, from customers and voicemails.
- Processing orders and booking deliveries.
- Attending customer queries
- General administration tasks including error free data entry and

reporting.

- Ensure deadlines are met for clients.
- Managing client's pre-sale and after sale.

### **The Successful Applicant**

Our client is looking for a Customer Service professional with ability to work within a team environment, ideally a phone-based background or and willing to learn. They are looking for a candidate with a high attention to detail and who is pro-active within the workplace. The ability to pick up and learn new systems, product, and service. You will need to be able to demonstrate the ability to work effectively. A candidate who is logical thinking and can show excellent initiative when problem solving would be great attribute to have for this role.

### **What's on Offer**

You will be joining an experienced team which will value hardworking candidate with a willingness to learn and develop:

- Full-time Position.
- Customer Service Officer Role
- \$55,000-\$60,000 plus super.
- Valued Team Environment to work in.