



Customer Service and Administration Officer

Page Personnel • Eastern Suburbs Melbourne VIC



Base pay

\$41,000 - \$61,000



Work type

Not provided



Contract type

Not provided

Job details



Date posted

13 May 2022



Category

Customer Service & Call Centre



Occupation

Customer Service



Base pay

\$41,000 - \$61,000



Job mode

Standard/Business Hours



Industry

Retail

Full job description

- Secure long term role
- Good Culture

About Our Client

Our Client reputable brand within the cleaning industry, an established Australian owned business. Who pride themselves on excellent service and quality products. This is an experienced hardworking team which are seeking like-minded people, who want to enjoy their job. This role would work closely with the customer ensuring the best possible customer experience. This is a role that requires someone who can be an all-round customer service professional. Located in Blackburn North.

Job Description

- * Handling phone inbound & outbound calls
- * Face to face customer service assistance
- * Provide technical advice & product support
- * Resolving product & service complaints
- * General data entry for orders, invoices & credits
- * Support of Area Managers nationally on a daily basis
- * Liaison with stores
- * Updating & maintenance of databases
- * Office administrative duties as & when required

The Successful Applicant

Our client is looking for a Customer Service and admin professional with ability to work within a team environment, ideally an customer service background. 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 within the team. 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.
- Secure long term position
- \$60,000 plus super.
- Great Team Environment to work in.