


JOB VACANCY

Work Location	Australia
Work Address	Erskine Park (NSW)
Hiring Department	Customer Service
Hiring Position	Customer Service Assistant
Employment Type	Full-time
Job Responsibilities	<ul style="list-style-type: none">• Providing great Customer Service Support• Process Customer Orders, Transactions and requests• Respond to Customer complaints, within 24 hours• Create various reports using Excel• Maintain accurate customer information to ensure integrity of data using internal systems such as Goldmine, Axapta, Loscam Online etc.• Receive and make outbound calls• Assist Sales Team• Collaborate and assist to continually enhance processes relating to Customer Service
Job Requirements	<ul style="list-style-type: none">• We will teach you everything you need to know• Previous Customer Service and / or administration experience will be looked upon favourably• Holds an intermediate level of computer literacy using the Microsoft Office Suite• Has high-level communication and interpersonal skills that allow you to deliver service excellence• A valid driver license• Possess a strong work ethic, be reliable and efficient• Excellent attention to detail



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How to Apply	Please send your CV stating the position you are applying for by clicking Apply now 
Application Deadline	15th June 2024
Remarks	<p>For other job openings, please visit our Career page for more details.</p> <p>All information provided by applicants will be treated in strict confidence and used for recruitment purpose only. All personal data of unsuccessful applicants will be retained for 18 months for future recruitment purpose and will then be destroyed.</p>