

Customer Service/ Supply Chain Analyst

FutureYou • Eastern Creek NSW 2766



Base pay

\$65,000 - \$70,000



Work type

Full Time



Contract type

Contract

Skills

MICROSOFT OFFICE

CUSTOMER SUPPORT

MICROSOFT WORD

CONTINUOUS IMPROVEMENT

CUSTOMER SERVICE REPRESENTATIVE

EXCELLENT CUSTOMER SERVICE SKILLS

Full job description

- Excellent Progression Path
- International Business
- 12 month FTC

Excellent opportunity for a customer service Representative with a interest in Supply Chain to join and international business, in this role you will be part of the automation project of order processing and will then transfer and develop your skill set to move into supply chain analytics.

Responsibilities

- Work in SAP and other sales tools to accurately process sales orders along with the management of invoicing without error or delay
- Provide outstanding customer support from initial contact to when product arrives to customer
- Work cross functionally across supply chain & sales to fulfil our customer order requirements
- Develop and maintain strong customer relationships
- Act as main customer touch point for troubleshooting customer issues

Job details



Date posted

08 Jun 2021



Expired On

08 Jul 2021



Category

Customer Service & Call Centre



Occupation

Customer Service



Base pay

\$65,000 - \$70,000



Contract type

Contract



Work type

Full Time



Job mode

Standard/Business hours



Industry

HUMAN RESOURCE



Sector

PRIVATE BUSINESS



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT



Company size

51 to 200

- Continuous improvement processes across supply chain
- Develop order specifications, prices and/or cost, order design.
- Participate in project work as required
- Ensure all documentation is provided to relevant parties – invoices, order confirmations, packing lists, etc.
- Maintain customer data within SAP, which includes completing new customer set up requests
- Work within a team environment to meet business objective and goals

Qualifications

- High School Diploma, with bachelor's degree preferred
- 2 + years of customer service with some sales or supply chain experience is preferred
- Experience working in a team environment and independently as needed
- Demonstrates computer competence with Microsoft Office (word processing, spreadsheets,
- Experience working with SAP
- Excellent verbal, interpersonal, and written communication skills
- Ability to meet time sensitive deadlines and prioritise responsibilities
- Positive attitude and thrives in a collaborative environment
- Excellent customer service skills and demonstrates a passion for customers

Contact details Brooke Colby - 0413 698 785