

## Customer Service

Employment Group Pty Ltd • Erskine Park NSW 2759



Base pay

\$53,760 - \$53,760



Work type

Full Time



Contract type

Permanent

### Perks

TRAINING

### Full job description

Our client is looking for Customer Service Admin to join there expanding team. Based in the western Sydney location

Our client is looking for Customer Service Person to join there expanding team. Based in the Western Sydney location

- Full Time Position Mon - Fri Office Hours
- Great opportunity within an excellent organisation

Our client is a global tyre wholesaler to the industry and with multiple recognised tyre brands in their portfolio. They are looking for a passionate and driven Customer Service professional to join their team. The company offers in depth training and opportunities for growth and professional development.

#### Responsibilities:

- To handle inbound telephone calls and any customer correspondence and deal with accordingly to ensure a swift and effective service is provided to our customers
- To provide administration assistance and cover where required within the department and to field staff and to maintain relevant support documentation.
- To update and maintain database for customer data.
- Maintain and exceed agreed KPIs.

#### Essential Skills & Experience:

- Ability to communicate effectively with people at all levels of the business

### Job details



Date posted

**04 Jun 2021**



Expired On

**03 Jul 2021**



Category

**Customer Service & Call Centre**



Occupation

**Customer Service**



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**\$53,760 - \$53,760**



Contract type

**Permanent**



Work type

**Full Time**



Job mode

**Standard/Business hours**



Work Authorisation

**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- Be able to work accurately to meet KPIs
- Be able to relay information clearly and accurately, ask questions to understand information and have strong listening skills
- Work experience: Preferable to have worked within a similar Customer Service environment

Does this sounds like an opportunity that you have been waiting for? Are you looking for a permanent role with a large and growing company? If so then

**APPLY NOW!**