

Customer Service/Admin Assistant

Manpower • South Melbourne VIC 3205



Not provided



Work type
Full Time



Contract type
Permanent

Skills

MICROSOFT OFFICE

Full job description

Our client is a leading manufacturer of power transmission systems for a variety of industries.

We are currently seeking outstanding individuals to join the team in a Customer Service/Administration position.

These positions will work closely with the Marketing teams, so a passion for digital marketing, or previous experience with digital marketing, will be highly regarded.

Your duties will include:

- Data Entry
- Answering inbound phone calls
- Managing queries from customers
- Assisting Marketing team
- General administration duties

To be successful in this role, you will require:

- Ideally, experience using the following tools - CMS, CRM, Marketo or equivalent, Social Media
- Experience with Microsoft Office
- Excellent data entry skills
- High attention to detail
- Strong organisation skills

If you believe this is the role for you, please APPLY now!

ManpowerGroup is committed to being a Diversity Confident Recruiter and

Job details



Date posted
01 Jun 2021



Expired On
01 Jul 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
Not provided



Contract type
Permanent



Work type
Full Time



Job mode
Standard/Business hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

encourages applications from people from a diverse range of backgrounds, including people with a disability. Please indicate your preferred method of communication in your resume and please let us know if you require any reasonable adjustments should you be contacted for an interview.

Aboriginal and Torres Strait Islander people are encouraged to apply.

By submitting your resume and other personal information with this application you are consenting to this information being collected in line with our privacy policy. Follow the link to learn more - www.manpowergroup.com.au/privacy-policy

State: QLD, licensee/s Manpower Services (Australia) Pty Ltd, LHL-02026-D5L4Q. State: QLD, licensee/s Greythorn Pty Ltd, LHL-02014-Y5F6D. State: SA, licensee/s Manpower Services (Australia) Pty Ltd, LHS 288856