



Order desk representative

Hays • Northern Suburbs Brisbane QLD



Base pay

\$30 - \$35 / hr



Work type

Temporary



Contract type

Permanent

Perks

Parking

Full job description

Your new company

Our client is a multinational engineering company based in Brisbane's Trade Coast. This organisation provides global cement and mineral industries with sustainable productivity, machinery, services and factories. Our client is seeking an Administration Assistant to join their Customer Service team for a nine month temporary contract.

Your new role

You will be responsible for the customer service life circle and providing aftermarket customer and sales support by determining customer requirements. Your main duties and responsibilities may include, but will not be limited to;

- Responding to customer enquiries in a timely and courteous manner
- Review of mailbox and processing customer purchase orders
- Verify purchase orders and requests for quotes Administer customer freight and packaging information
- Liaise with relevant internal teams in regards to customer orders
- Data entry
- Gather and prepare relevant documentation for spare parts, services or products
- Provide reports as required by relevant parties Any other duties and reasonable directed by your supervisor

What you'll need to succeed

Job details



Date posted

21 Apr 2022



Expiring date

21 Apr 2023



Category

Admin & Office Support



Occupation

Contact & Call Centre



Base pay

\$30 - \$35 /hr



Contract type

Permanent



Work type

Temporary



Job mode

Standard business hours



Work Authorisation

Australian citizen /

Permanent resident

We strongly encourage your application should you have demonstrated the below skills and/or experience;

- Experience in providing above and beyond customer service
- Intermediate skills in MSOffice Suite essential and an ERP system (e.g. SAP/Epicor/ or similar system)
- High level attention to detail
- Excellent communication and problem solving skills

What you'll get in return

You will get the opportunity to work for an interesting, global company.

Above award hourly rate

On site parking

You will be a valued member of a great team

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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