



KORVEST LTD

Position Vacant

POSITION: Customer Service Officer - Ezystrut
LOCATION: Kilburn – Korvest Ltd

A vacancy currently exists for an energetic, customer focused, **Customer Service Officer** to join our Ezystrut Division team based at Kilburn.

Key responsibilities of this role include:

- Processing telephone calls and quotations.
- Undertake sales related administrative functions.
- Develop good relationships with internal and external customers.
- Demonstrate strong prioritising, organising and problem solving skills.
- Timely Communication with all divisions/branches.

The successful candidate will have:

- Good computer literacy skills including Microsoft Office software knowledge.
- Customer service experience.
- Possess good prioritising and problem solving skills.
- Good organising skills to be able to operate in a time sensitive environment.
- Good verbal and written communication skills.
- Attention to detail.
- Preferably have previous experience in internal sales, quoting and estimating role.
- Previous mainframe computer experience would be desirable.
- An enthusiastic and can do attitude to customer service and our team.

If you believe you have the necessary skills and experience, register your interest with Brett Kent, Ezystrut State Manager, telephone 83604572, or email:

steve.simon@korvest.com.au