

Customer Service Officer

- **Located in Tullamarine**
- **Immediate Start Available**
- **Progressive Company**

The Company

At DuBois Chemicals Australia Pty Ltd (Prowash Australia) we have a vision to provide superior customer service and supply quality car wash equipment, service, parts and products to existing and future car wash operators throughout Australia.

We are a leading supplier to the carwash industry, offering a comprehensive range of products, technical support, industry training, equipment solutions and innovation that empowers our customers to be successful carwash operators.

The Role

Reporting to the Customer Service Team Leader, this role is a fundamental part of the Customer Service / Internal Sales Team. Duties include:

- Efficient and timely processing of customer orders and invoicing
- Enthusiastically communicate to customers monthly specials and promotions
- Actively handle high volume phone calls with commitment and timely follow-up to resolution
- Assist with counter sales in a personable and professional manner
- Accurately maintain and update CRM and asset data
- Handling and researching enquiries

About You

To be successful in this role, you will need to demonstrate the following:

- Previous experience in an order processing role in a fast paced wholesaling environment
- An eye for detail and accuracy
- Strong data entry skills
- Superior customer service skills and telephone manner
- Reliable and punctual

Applications for this role close at 5:00 PM on November 2, 2018.

Please send a cover letter and resume recruitment@prowash.com.au