

## Customer Relations Officer

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Company: Page Personnel

Location: Melbourne

Category: other-general

Cheltenham Location, free on-site parking Career Progression and growth available About Our Client The client is dedicated to delivering outstanding service that aligns with the expectations of the community. Renowned for fostering an inclusive culture, they are committed to providing ongoing professional development to support both career and personal advancement. Flexibility in working early mornings and occasional Saturdays is a requirement for employees. Job Description Provide front end support and remote trouble shooting for clients and customers. Actively participate in the team meetings, supporting team members, contributing to team objectives Ability to collaborate with Sales managers and product manager Demonstrates strong computer skills with Microsoft Office and working knowledge of working with a CRM. Strong literacy and communication skills Has CPR, Level 2 First Aid and Working with Childrens Check. The Successful Applicant Demonstrates a strong commitment to Customer service excellence Exhibits effective communication skills in both written and verbal forms Upholds a professional approach and phone etiquette when addressing challenging or distressing situations with clients. Displays an energetic and enthusiastic approach to work, particularly within a collaborative team environment. Strives to deliver high quality work with a focus on effectiveness and efficiency. What's on Offer You will be joining an energised team which will value a hardworking candidate with a willingness to learn and develop. A full-time position that requires the candidate to be in the office from 8:30am - 5:00PM with a one-hour lunch break. The company offers free parking at the office in Cheltenham.

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