

POSITION AVAILABLE

Sales/CSR Order Clerk

Location: MI Melbourne — Croydon South, VIC

Job details

Occupation Category	Sales/CSR Order Clerk
Job title	Sales/Customer Support & Administration
Job type	Permanent
Terms of employment	Full Time
Hours	40 per week (Mon to Fri)
Job location	Master Instruments Melbourne 81 Merrindale Drive Croydon South VIC 3136
Salary	Above Award
Number of positions	1

About Master Instruments

We are a wholesale distributor and manufacturer of portable power products, including - but not limited to - batteries, chargers, testing & measuring equipment, solar panels and inverters, and energy storage systems.

How to apply:

Please forward email introduction and resume to employment@master-instruments.com.au

Job description

Applicants would need :-

- Knowledge from the Battery Industry desirable. DC Power and/or electronics experience helpful but not required.
- Have a willingness to learn about our products and specialised industry.
- Good communication and sales skills for liaising with customers and other staff members.
- Must be well spoken, with pleasant telephone manner and helpful nature.
- Good computer skills. Experience with Microsoft Excel, Outlook and general ERP data entry & processing software.
- Precise and accurate with details.
- Be self motivated and a positive team player.
- Stable work history.
- Reliable and punctual.
- Excellent work ethic.
- A can do attitude.

Duties involved in the position:-

- Sales & customer support.
- Processing sales orders.
- General administration.
- Generating sales quotations.
- Processing payments.