



## MELBOURNE CLIENT SERVICE COORDINATOR

---

### About the role

We are looking for someone to help Hub to deliver the highest standards of Client Service possible. This role will require you to oversee the delivery process of an order, starting when you arrange the collection of goods from our European factories and finishing when our client is happily using our product in their space.

This role is full-time and offers an opportunity to join a growing company with a commitment to client service excellence.

Our driving force has always centered around inspiring and sharing beautiful design. Our team of 45 people across Victoria and New South Wales is full of dynamic, driven and passionate individuals, each one an essential part of our cohesive organisation. At Hub we carefully cultivate and nurture our Hub spirit with coaching, personal and professional development and an inclusive team environment.

If you'd like to join our team and be a part of Hub's exciting next step, we'd love to meet you. Apply now by sending your CV and one paragraph detailing why you think you would be the perfect candidate to [careers@hubfurniture.com.au](mailto:careers@hubfurniture.com.au).

### Desired skills & experience

The successful candidate will possess the following attributes:

- Have a great attitude and overall positive outlook.
- Highly solutions focused and committed to exceeding expectations.
- Energetic, enthusiastic and motivated by a challenge.
- A common sense approach to commercial decision making.
- Attention to detail and strong organizational skills
- An understanding of Microsoft Excel
- Must have the right to live and work in Australia
- You have the right to live and work in Australia.

### Primary responsibilities

Include but are not limited to

- Communicate with suppliers and freight forwarders to arrange incoming shipments.
- Communicate with our clients regarding their incoming shipments.
- Track purchase order movements, by air and sea freight in our internal system.
- Arrange final payment from clients.
- Book and schedule client deliveries.

### What we offer

- Competitive pay rates & attractive commission structure;
- Great staff discount across our products
- Recognition and rewards for outstanding performance;
- Excellent training and professional development;
- A vibrant, fast-paced and fun work environment within a supportive team;
- Career potential and growth.

### About us

Hub Furniture Lighting Living is a privately-owned company with showrooms and offices in Melbourne and Sydney. We are proud to represent the best international brands exclusively in the Australian marketplace. We pride ourselves on our spirit and approachable manner and always strive to improve on our established benchmark.

[www.hubfurniture.com.au](http://www.hubfurniture.com.au)