



## OPERATIONS CUSTOMER SERVICE REPRESENTATIVE MELBOURNE

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### About the role

We are seeking a candidate who has excellent customer service skills and a strong attention to detail, to join our fast paced team. The role is a full-time position that will allow you to use your customer service skills to ensure a fantastic experience by all our clients.

### Desired skills & experience

The successful candidate will be accomplished in the following areas:

- High level of commitment to customer service
- Ability to work under pressure in a fast paced environment
- Exceptional attention to detail and strong organizational skills
- Great communication skills both written and verbal
- Experience with Microsoft Excel
- An enthusiastic personality
- Must have the right to live and work in Australia

### Primary Responsibilities

- 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,
- Communicate with suppliers, clients and other departments regarding incoming shipments.

### What we offer

- Competitive pay rates
- 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 & growth

### About us

Hub Furniture Lighting Living is a privately owned family company with showrooms and offices in Melbourne & Sydney. We are proud to represent the very best international brands exclusively in the Australian market. We offer high-end products in furniture, lighting, flooring and accessories including art and sculptural objects. We are recognised for our friendly and approachable staff and for providing a retail environment that is welcoming and creative. Our position in the market is at the highest level and our team is expected to strive to always improve our benchmarks.

If this is you, apply now by sending your CV and one paragraph as to why you think you would be a perfect candidate to [careers@hubfurniture.com.au](mailto:careers@hubfurniture.com.au)

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