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ABN 84 000 053 921

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.

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.

How to apply:

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

Master Instruments Pty Ltd

www.master-instruments.com.au

Australian owned and operated since 1942

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