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JTA Health, Safety & Noise Specialists Pty Ltd

ABN: 78 007 071 383

Customer Service / Internal Sales Consultant

Who We Are:

Based in beachside Elwood, JTA Health Safety & Noise Specialists Pty Ltd (JTA) is a progressive OHS&E consulting firm operating throughout Australia. JTA has an established first tier client base including federal, state and local government and some of Australia's largest commercial and retail businesses.

The Role:

We have a vacancy for someone with a passion for servicing our valued customer base from our Elwood office. We are seeking a self-motivated and dynamic customer service / internal sales consultant to support our busy accounts managers and keep our clients happy!

This role is the primary customer interface for customer enquiries, providing an end-to-end experience for our valued clients. With suitable training, the aim is to develop you into an Account Manager with your own suite of clients to manage and service.

Your responsibilities will include:

- Receiving and processing inbound enquiries, providing information and an excellent customer experience
- Making outbound and reminder calls to our existing and lapsed clients
- Updating and maintaining the CRM
- Working closely with the internal team to ensure client timelines and expectations are met
- Sales reporting and general administrative duties.

Our ideal candidate will have:

- A high level of self-motivation and initiative
- A willingness to learn and develop knowledge and skills in a range of areas
- Strong customer focus including the ability to develop and manage client relationships
- Excellent communication and organisational skills
- The ability to work autonomously and as part of a team.
- High attention to detail and excellent follow through

- The ability to learn and follow the company's sales strategies, processes and procedures
- Medium to high knowledge of the Microsoft Office Suite
- OHS&E qualifications or experience would be a real bonus!

You will be given extensive product training and a great opportunity to work in a small and supportive team environment with colleagues who are proud and passionate about the business.

This is a fantastic job opportunity to really launch your sales career!

If you are interested in joining our growing team, please forward your resume and a covering letter that tells us why you are our perfect new Internal Sales Consultant to kerri@wellingtonconsulting.com.au.