

## VACANCY

### **CUSTOMER SERVICE REPRESENTATIVE FIRST IMPRESSION LABELS – DURBAN**

#### **CORE PURPOSE OF THE JOB:**

The primary function of a CSR is to meet and exceed customers' expectations.

#### **KEY PERFORMANCE AREAS:**

- Manage corporate accounts by ensuring that there is sufficient stock on hand to meet the forecasted requirements given by clients
- Accurate capturing and maintenance of all client information
- Liaise with production and dispatch on the progress of jobs, delivery dates and production plans
- Strict adherence to ISO 9001 administrative procedures at all times
- Provide quotes to customer and follow up with clients in a timeous manner
- Generate various spreadsheets and reports as and when required

#### **QUALIFICATIONS / EXPERIENCE:**

- Matric + relevant diploma/degree in sales or marketing
- Strong administrative and computer skills

#### **BEHAVIOURS & ATTRIBUTES:**

- Attention to detail
- Service driven
- Strong communicator
- Ability to handle deadlines and stress

The advert has minimum requirements listed.  
Management reserves the right to use additional / relevant information as criteria  
[careers@hirtandcartergroup.co.za](mailto:careers@hirtandcartergroup.co.za)  
**Closing date for applications is Wednesday 24<sup>th</sup> April 2019**

