

Customer Experience Officer

Administration and Sales Support

We are seeking to appoint an outstanding Customer Experience Officers to join our Sales Team in creating an exceptional customer experience for our clients.

As a Customer Experience Officer, you will provide administrative support to the Sales and Estimation team including -

- A range of data entry activities.
- Effective interaction with internal departments.
- Report generation and distribution.
- Purchasing

You will also drive front of house customer interaction through effective and professional management of reception including.

- Customer relations and sales service
- Coordinating customer dispatch and pick-ups.
- Invoicing

The successful candidates will need to demonstrate the following: -

- Experience in an administration and customer facing role.
- Strong administration and computer skills with a high attention to detail.
- A horticulture qualification or currently working to attain one is strongly preferred.
- Previous experience with MYOB would be highly regarded.

Andreasens Green is New South Wales leading landscape horticulture business, and we continue to grow. We take pride in providing a 'one stop solution' for our clients and are a dynamic privately owned business looking for great people to join us in enriching our customers journey from start to finish.

If you have a passion for horticulture or gardening and are looking to join the industry this is an exceptional opportunity with strong development potential for the right candidate. We are seeking unique candidates that will complement our fantastic team and actively support our growth.

If you feel that you meet these requirements and would excel in this environment, apply online ASAP, or forward your current CV to tara@andreasensgreen.com.au. **Applications Close 2 June** - Only those candidates selected for interview will be contacted,