

Customer Service Officer

Location: St George

Reference: AR 2022/002

AGnVET Rural is a leading independent Agribusiness specialising in agricultural produce, equipment, services and advice across 8 locations in North West NSW and Queensland.

We are seeking an enthusiastic and approachable Customer Service Officer to join our team in St George, on a full time basis.

The primary purpose of this role is to provide service and sales support to customers in store and by delivery where required. In addition to this, the incumbent will be required to assist other team members with branch and warehouse duties.

Duties include;

- Undertake POS transactions and provide customers with product information to increase sales
- Process product orders as directed by the Branch Manager to ensure stock levels are maintained and customer needs are met
- Assist with the receipt and safe storage of agricultural products, including chemicals and fertilisers.
- Load and unload supplier and customer vehicles whilst maintaining safe work practices
- Provide a high standard of customer service both in the field and in the branch by being approachable and knowledgeable about Company products and services
- Maintain the physical facilities, including the shop, warehouse and yard areas to ensure they are clean, safe and presentable to the general public.
- Participate in regular branch stocktakes and other inventory control duties
- Provide regular feedback to the Branch Manager to ensure inventory levels are maintained and customer demands are met

Ideal applicants will possess the following:

- Demonstrated experience in customer service role, preferably in the agricultural sector
- Effective time management skills and the ability to forward plan
- Excellent attention to detail
- Ability to work independently and in a team
- Ability to maintain a high standard of personal presentation and meet the physical requirements of the role
- Valid Drivers licence Class C and a sound knowledge of safety around vehicles
- Ability to manually handle stock up to 30kg safely
- LF Forklift License (or willingness to obtain)

Experience in the Agribusiness sector will be highly regarded, as will holding an MR Truck License.

An above Award salary, plus superannuation, is available based on skills and experience, and a generous staff discount is available on our products.

A covering letter outlining your relevant experience should be forwarded along with your resume and two work-related referees to jobs@pursehouserural.com.au.

For further information please contact Branch Manager Scott Haynes on 0429 473 071 or Kierly Budd in the Employee Relations and Safety Team on 0459 248 459.

Please note there is no formal closing date for this role. If you are interested, we would encourage you to apply soon, as the position will be withdrawn as soon as a suitable candidate is hired or if our circumstances change.