

**CUSTOMER SERVICE REPRESENTATIVE
HIRT & CARTER
CAPE TOWN**

CORE PURPOSE OF THE JOB:

To act as a link between Sales and Production to ensure total client satisfaction and company benefit.

KEY PERFORMANCE AREAS:

- Accurately convert quote into a job and brief PC on production requirements and timings
- Maintaining efficient and accurate flow of information pertaining to production
- Prioritising and production planning input
- Responds to all customer queries timeously
- Generate various spreadsheets and reports as and when required

QUALIFICATIONS / EXPERIENCE:

- Matric is a minimum requirement and relevant tertiary qualification will be beneficial with at least 2-3 years in a similar role
- Knowledge of printing sales support
- Project management skills
- Strong administrative and computer skills

BEHAVIOURS & ATTRIBUTES:

- Strong communication and organisational skills
- "Can do" attitude
- Team player
- Ability to manage multiple deadlines
- Ability to work under high pressure and stress

The advert has minimum requirements listed.
Management reserves the right to use additional / relevant information as criteria.

Email: careers@hcg.one

Closing date for applications is Tuesday, 30th January 2024