



VACANT POSITION: SERVICE COORDINATOR

At All National Locations (Hallam, VIC, St Mary's, NSW,
Yatala, QLD, and Malaga, WA)

THE COMPANY:

A B Equipment is a successful Materials Handling company, with an Australia-wide branch operation, having an extensive and varied customer base.

This proudly Australian-owned company commenced operations in 1993 and is now a leading supplier of materials handling equipment and boasts a nationwide branch network servicing their ever-growing customer base. The company strives to provide excellence in Sales, Servicing, Hiring and Maintenance of equipment, and prides themselves on their can-do attitude and ability to deliver quality and cost-effective industry solutions.

YOUR ROLE:

- This position is based in the state you have applied for or can be remote from your home.
- Liaise with customers to schedule work
- Focus on staff utilisation
- Manage work in progress
- Provide job progress updates
- Preparing quotations for service work
- Timesheet administration
- Provide high level of proactive customer service
- Active involvement in the continuous improvement of the Field Service Support process

YOUR SKILLS & EXPERIENCE:

- Experience working in a service department
- High attention to detail and effective communication skills
- Intermediate Microsoft Office skills
- Ability to handle multiple tasks and complete to high standard
- Extensive customer support experience
- Be a self-starter

WHAT WE OFFER YOU:

- An attractive base salary will be offered to the successful person.
- Internal career development and progression opportunities are available.
- Possible work from home flexibility

The successful candidate will enjoy excellent working conditions and a supportive team culture. If you are looking for work that is varied and interesting, where your workday is never the same and you love dealing with a broad base of customers and their requirements, we're keen to hear from you.

Please send your resume to our HR Manager – Mark Shaw at HR@abequipment.com.au. Mark will also be happy to answer any questions you may have.