



Acacia Ridge - Queensland

Customer Service Representative

Founded in 1996, Jet Couriers is a proudly Australian owned and operated company and a leader in the transport industry providing Courier and Logistics services in Australia, New Zealand, and the USA.

At Jet Couriers, we value our staff as priority one and we pride ourselves in the **POSITIVE CULTURE** our operations Managers have built over the years with our operations team.

Due to the growing demand for our services, we are looking for our next superstar to join our exciting Customer Service team

The Customer Service staff is responsible for providing a superior level of customer service to all clients. This involves the courteous and efficient answering of telephones, ensuring all bookings are made in conjunction with customer expectations and service levels, as well as assisting with queries, complaints, and general clerical duties in the office.

Permanent and full-time

All Jet Couriers Customer Service Officers shall have the following:

- A friendly attitude with good communications skills
- Full working rights in Australia (Citizen, permanent resident)
- Professional telephone manner
- Accurate data entry skills for customer bookings
- A good work ethic
- A recognition of the importance of punctuality
- Providing advice to clients
- Providing support to our operations team

Some of the benefits at Jet Couriers:

- The opportunity to work alongside a professional, positive, and supportive team.
- We encouraged a good work life balance.
- Working Monday-Friday only (no weekends)
- A thriving workplace with a fantastic work environment

Are you ready to get your transport career on the right track, go to <https://www.jetcouriers.com.au/career-opportunities/> to apply for this exciting role.

Call 03 9768 8888 or email Dean.croft@jetcouriers.com.au