



**SOUTHERN
STAR
WINDOWS**

Data Entry Clerk

Southern Star Windows is a large privately owned Australian Company which specialises in the design, manufacture and distribution of an exclusive range of quality aluminium and timber window and door systems.

Based at our Geelong Branch and reporting to the Internal Sales Manager, you will have an eagerness to learn and develop your career. You will gain experience in all functions of data entry and learn our window quoting program. Extensive training will be provided to the successful applicant.

Your main duties and responsibilities will include, but not limited to:

- Data Entry
- Order Processing
- Customer Service
- Answering Telephone

Attributes and Skills Required

- Highly organised with strong administrative skills and attention to detail
- Strong Typing / Keyboard skills
- Strong Customer Service Ethic
- Proficiency with Word and Excel
- Flexible committed attitude and positive approach
- Goal orientated and strong time management skills
- Well developed communication skills
- Punctual and reliable
- Professional presentation and confident friendly personality

A background in the building products industry will be an advantage along with prior experience in a data entry role. An attractive package will be negotiated to secure the most suited applicant.

To apply, please email your resume to
kylie.hampson@southernstarwindows.com.au