

Customer Care/Reception/Administration NSW

- **Friendly working environment**
- **Career opportunities**
- **Market leading global organisation**

Henry Schein Halas is part of the Henry Schein Group of companies, the world leader in its field. In Australia, we are the leading supplier of dental consumable products and the latest dental equipment and technologies, sourced from quality manufacturers around the world we provide our customers with the best possible product range.

Our commitment is to deliver and support the highest quality products, in the prompt, efficient and courteous fashion that our customers expect.

Our NSW & Head Office, based in Waterloo requires an enthusiastic person to assist with daily Reception relief and to work in a small team providing customer care related administrative tasks.

Key responsibilities of the role include:

- Professionally answering and transferring all incoming telephone calls.
- Maintaining the reception area, greeting & assisting visitors.
- Providing general office clerical support – running reports, supporting field sales representatives and other general administrative tasks

The successful applicant will have:

- Previous experience in either a busy Reception or Customer Care role
- High level of competency in MS Word and Excel and some experience with a large business information system such as Pronto would be desirable.
- Excellent presentation for front desk role
- Excellent communication skills including pleasant phone manner with a clear speaking voice.
- High level of organisational skills and initiative.
- Demonstrated commitment to exceptional Customer Service
- Ability to work within a small team environment.

If you are interested and have the required background and skills, please apply by email below or Fax applications to Human Resources Manager, Henry Schein Halas on (02) 9697 6317.