



TRIUMPH
PACKAGING

CUSTOMER SERVICE REPRESENTATIVE
TRIUMPH PACKAGING
DURBAN

Durban

22 Tottum Road,
Cornubia Industrial Business Estate,
Ottawa South, Durban, 4339.
P O Box 74363,
Rochdale Park, 4034.
T: +27 31 492 9000

Cape Town

12 Beach Road,
Woodstock,
Cape Town, 7925,
T: +27 21 492 7500

Johannesburg

Heaton Lane, Longlake 20,
Modderfontein, 1609.
P O Box 74363,
Rochdale Park, 4034.
T: +27 10 494 4000

Triumph Packaging (Pty) Ltd
www.triumphpackaging.co.za

Vat No: 4210306439

Reg No: 2022/449295/07

Directors:

AJ Curtis
SR Mainstone

CORE PURPOSE OF THE JOB:

The Customer Service Representative will be responsible to provide an efficient administrative service to the sales team and provide technical and administrative support to the estimating and production department for all trading divisions as well as exceeds the customer's expectations.

KEY PERFORMANCE AREAS:

- Ensure quotes are implemented timeously from client to estimator
- Accurate pricing and ensuring that the quotes are sent to client within 24 hours of receipt
- Ensures all relevant info is supplied on order
- Proactive feedback on status of job through various phases of production
- Track invoicing daily, ensuring that jobs are invoiced within five days of being despatched

QUALIFICATIONS / EXPERIENCE:

- Relevant tertiary qualification with at least 2-3 years experience preferably in the packaging industry
- ERP experience is essential
- Advanced computer skills

BEHAVIOURS & ATTRIBUTES:

- Self- Self-managed
- Deadline driven
- Strong communication and organisational skills
- Performance and achievement oriented
- Team player

The advert has minimum requirements listed.

Management reserves the right to use additional / relevant information as criteria

communications@triumph.co.za

Closing date for applications is Wednesday, 20th November 2024.

