

EMPLOYMENT OPPORTUNITY

Spare Parts Coordinator – Sydney

Temperzone is a leading manufacturer, distributor of innovative air conditioning and ventilation products throughout Australasia, Southeast Asia, and China. We are also the exclusive distributor of Hitachi Cooling & Heating products within Australia and New Zealand. We have evolved through an ongoing commitment to best manufacturing practices, innovative design, customer service, and technology for quality delivery.

About the Role:

We currently have an opportunity for a full time, permanent Spare Parts Coordinator to join our highly skilled and professional team in Sydney. The Spare Parts Coordinator will help Temperzone Australia by exceeding customer's expectations in quality, delivery, and cost with delivery of Spare Parts service.

- Receive and answer telephone calls via the Call Centre.
- Respond to emails in spares mailbox in a timely manner.
- Order processing.
- Ensure the processing of orders are within expected timeframes.
- Process credits for the return of parts.
- Build and maintain strong relationships with key Temperzone account holders.
- Provide high level of customer service across all functions.

What you will bring to the role:

- 2+ years of local experience in a similar role in the air conditioning industry.
- Strong understanding of air conditioning fundamentals and components.
- Excellent computer skills.
- Strong verbal and written communication skills.
- Proven ability to build and maintain positive, professional key relationships with clients.
- Proven ability to maintain effective relationships with all levels of stakeholders.
- Proven willingness to learn and improve.

What we can offer:

At Temperzone we believe that our people are our strength so it's important to us to have the right people in the right roles to move us into the future.

If you are a team player with great work ethic that shows drive and initiative along with attention to detail, you will be rewarded with excellent working conditions.

Temperzone is an equal opportunity employer wishing to increase our philosophy of the customer experience. Work for environment that values diversity, flexibility and where everyone belongs.

The successful candidate will be required to undergo a pre-employment medical and complete a national police check. **Please note that only people with the right work in Australia need apply for this position.**

Only short-listed candidates will be contacted

Internal Applications: For further details regarding this position please contact HR. To apply for the role please send your CV including Cover Letter to hr@temperzone.com.au

External Applications: Send your CV including Cover Letter to hr@temperzone.com.au

