



NCS INTERNATIONAL IS LOOKING FOR A

CUSTOMER SERVICE ADMINISTRATOR / RECEPTIONIST

NCS International is one of Australia's largest and most experienced third-party certification bodies with a strong national footprint and expanding international operations.

We are seeking an experienced Customer Service Administrator / Receptionist to join our professional team in Rhodes, Sydney.

We are looking for someone to represent our company face to face and over the phone. You would be responsible for answering any external calls and redirecting them where appropriate. When you meet and greet visitors you will ensure they are signed in and out. This role would suit someone who has worked on reception before and is looking to gain more experience within a company as administrative tasks will take up about 70% of your time.

We are looking for someone who is bright and enjoys dealing with people as you will be providing information where necessary about the company to visitors or answering enquiries over the phone. To be successful in this role you must be an excellent communicator, loyal and confident with an exceptional telephone manner.

The remuneration package includes a base salary and superannuation. Employees are entitled to participate in the company bonus scheme and will benefit from our work-life-balance company policies.

Please forward your application by email to: careers@ncsi.com.au.

For more information, please contact Ms Ariane Falkenberg,
Human Resources Manager, on 1300 856 554.