



Archemics is recruiting a Customer Service Coordinator

Job Description:

The job incumbent shall be responsible to provide adequate support to the Selling & Distribution department by:

- ❖ Being the first point of communication to deal with customer requests, enquiries and complaints,
- ❖ Processing Invoices and other documents related to customers efficiently,
- ❖ Liaising with salespersons to ensure a timely handling of orders,
- ❖ Ensuring that all invoices are given to the stores in a timely manner ,
- ❖ Following up of stock inventory with production department to ensure optimal levels in stores,
- ❖ Ensuring that sales promotions are properly communicated to customers according to plan.

Profile of ideal candidate:

- ❖ HSC or any equivalent combination of education and experience
- ❖ A minimum of 2 years relevant work experience in a similar position is required
- ❖ Computer literate
- ❖ Customer service oriented and problem solving
- ❖ Able to work independently and in a team
- ❖ Dynamic, good interpersonal & communication skills, pro-active and pleasant personality

Employment Type: Permanent

Closing Date: 27 March 2020

Contact Name: Nicolas Nayna, nicolas.nayna@archemics.mu

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