

The logo for REGAL, featuring the word "REGAL" in a bold, italicized, sans-serif font, enclosed within a white double-line rectangular border that is slightly tilted.

Internal Sales/Customer Service

Our Business

Regal Beloit is a successful global organization with a reputation for excellence in research & design, product quality, manufacturing and service.

Regal Australia is a major national distributor of mechanical and electrical products. We import and market a comprehensive range of industrial products for complete electro mechanical, power transmission and speed control systems. Our broad product range covers the complete offering from motors, motor control & drives, gearboxes, brakes and couplings through to winding wire, insulation material, cables and varnishes to name a few.

The Role

This is an exciting opportunity for a highly motivated internal sales person with a passion for customer service to join our busy Rowville sales office.

Reporting to and with the full support of the Customer Service Manager you will deliver exceptional levels of service to our customers both internal and external. You will need to be an excellent communicator, organized and have the ability to prioritize and consistently exceed our customer expectations.

General Responsibilities include

- Assisting customers over the phone with technical and general enquiries.
- Sales, process orders and provide quotes
- Follow-up of enquiries and quotes
- Up selling products to increase sales.
- Service existing and new customers with queries.
- Liaise with external sales staff and other internal departments.
- Administration.

Skill set

- Quick learner.
- Electrical or Mechanical aptitude would be an advantage.
- Strong customer service skills in a similar industry.
- Intermediate experience with Microsoft applications.
- Ability to use initiative.
- Ability to operate effectively in a busy environment.
- Excellent verbal & written communication skills.
- Team player.

only successful candidates will be contacted

If this sounds like you we encourage your application. Please forward you resume along with cover letter to Caroline.Kennedy@RegalBeloit.com