

The logo for REGAL, featuring the word "REGAL" in a bold, italicized, sans-serif font, enclosed within a white double-line border that forms a parallelogram shape.

Internal Sales/Customer Service

About the business

Regal Beloit is a leading manufacturer of electric motors and controls, power generation products and power transmission products serving customers throughout the world. We create a better tomorrow by developing and responsibly producing energy-efficient products and systems.

About 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 Supervisor 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.

Skills and experience

- Electrical or Mechanical aptitude, trade qualification , engineering or Power transmission background would be an advantage.
- Strong customer service skills with an affinity with dealing with technical inquiries and solution selling.
- Experienced with Microsoft applications.
- Ability to use initiative, and operate effectively in a busy environment
- Excellent verbal & written communication skills.
- Be able to work as part of a close-knit team.

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