

Pick Ups Call Centre Operator (Maternity Replacement – 12 months)

Business Unit: NQX Freight System
Closing Date: 27th October 2006
Contact: Bernie Nunn

NQX is a division of Toll North Pty Ltd. Toll North is a leading supplier of logistics and transport related services, operating predominantly in Queensland and the Northern Territory.

Reporting directly to the Commercial Administration Manager, the Pick Ups Call Centre Operator is a key position in creating a positive experience for customers arranging freight movements. The person will need to have excellent verbal communication, accurate keyboard skills.

Duties required of the role include:

- Liaising with customers by telephone to record Pick Up requests in Tollworks,
- Data entry of proof of delivery and consignment note information.
- Arranging pick ups in country areas with out network of onforwarding agents,
- General clerical tasks assigned by the Commercial Administration Manager.

The successful applicant will have excellent verbal communication and accurate keyboard skills. Training in Company policies, administrative procedures and Tollworks computer system is provided. Previous experience in a Call Centre role will be highly regarded.

This position is a maternity leave replacement contract for a period of approximately twelve months.

Please forward resumes to the attention of

Bernie Nunn
PO Box 213
Villawood NSW 2163

Or email: bernie_nunn@toll.com.au

Applications Close 5pm Friday 27th October 2006

All Positions with NQX are subject to security checks and random drug & alcohol tests.