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Agents
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4th November 2025

WearCheck Vacancy: Customer Support Assistant (Based in Longmeadow, JHB)

A Vacancy exists at WearCheck Johannesburg for the above position. The applicant will be responsible for all Customer Support functions and act as a liaison, provide product/services information and assist with the resolution of queries that WearCheck customers might face, with accuracy and efficiency whilst ensuring adherence to all QEMS policies and procedures.

MAIN JOB FUNCTIONS

- ◆ Generating quotations based on customer requirements
- ◆ Processing orders via WearCheck internal system
- ◆ Registration / amending customer database
- ◆ Attending to all queries from customers
- ◆ Co-ordinating credit applications for the branch
- ◆ Issuing and ordering stationery as well as processing other office purchase orders
- ◆ Attending to the overnight courier items
- ◆ Reconciling administrative paperwork
- ◆ Assist with all customer queries, internally and externally
- ◆ Banking and management of petty cash as and when required

REQUIREMENTS

- ◆ Minimum Education – Matric
- ◆ Previous 2 years work experience in a Customer Service and or Sales environment is essential as well as the ability to generate quotes and capture sales
- ◆ Computer skills including email management, Microsoft Word and Excel (Intermediate)
- ◆ Excellent communication skills and customer liaison skills – ability to liaise at all levels
- ◆ Good interpersonal skills
- ◆ Good organizational skills and excellent time management
- ◆ Excellent telephone skills
- ◆ Attention to detail
- ◆ Team player
- ◆ Ability to work well under pressure
- ◆ Ability to communicate in English required and the knowledge of another South African indigenous language advantageous

WearCheck will provide additional and relevant training on the WearCheck system.

Availability: The successful candidate must be able to start in their position as soon as possible

Only CV's sent to jhbvacancy@wearcheck.co.za will be considered.

Applications close on 11th November 2025

The appointment of the successful candidate is subject to the verification of all their credentials (educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within one month of submitting your application, please consider it unsuccessful.

Directors: Neil Robinson, Scott Sowman, Akona Matsau, Alexia Shuenyane | **Company Secretary:** Yvette Dembsky
Form w208 | Revision date December 2024

ISO 9001 | ISO 14001 | ISO/IEC 17025



Condition Monitoring Specialists

www.wearcheck.co.za