

Administrator

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Company: Active Force Recruitment Ltd

Location: Newtownabbey

Category: other-general

We have an exciting opportunity with our fast growing client based in Newtownabbey in Belfast, you will be working as an Administrator in the tyre department dealing with the day to day tasks as noted below

Responsibilities:

- * Act as the first point of contact, providing support for all the customer queries via phone calls and email.
- * Scheduling jobs in line with customers regular service requirements
- * Book MOTs and services, ensuring to communicate and record this accurately.
- * Future plan and work independently to improve customer experience.
- * Meet compliance targets and work as part of a dynamic and driven team.
- * Provide an exceptional level of customer service, communicating to customers in a professional and timely manner.
- * Ensure all documentation you are responsible for, is accurate and up to date.
- * Utilise inhouse telematics system to locate and assist with compliance tasks.
- * Work as part of a team to prioritise and manage the workload.
- * Other general Administration duties such as producing and updating reports.
- * Undertake ADHOC projects when required, upholding professional processes and standards. Make effective decisions to problem solve and assist in achieving overall business goals.

Skills:

- * Strong organizational and time management skills

- * Excellent verbal and written communication skills
- * Attention to detail and accuracy
- * Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- * Ability to prioritize tasks and meet deadlines
- * Problem-solving and decision-making abilities
- * Knowledge of quality assurance principles

Benefits :

- * Company pension
- * Life insurance
- * On-site parking

Schedule:

- * Monday to Friday
- * 9 - 5

Experience:

- * Data analysis skills: 1 year (preferred)
- * Invoicing: 1 year (preferred)

Licence/Certification:

- * Driving Licence (preferred)

Ability to Commute:

- * Newtownabbey (required)

Work Location: In person

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Cross References and Citations:

- 1. Administrator SoftwarejobsJobs Newtownabbey Softwarejobs** ↗
- 2. Administrator Highestpayingjobs Jobs Newtownabbey Highestpayingjobs** ↗
- 3. Administrator Newyorkcareerhub Jobs Newtownabbey Newyorkcareerhub** ↗
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