

## Contact Centre Administrator

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Company: Personnel Link Employment Group Ltd

Location: Hertford

Category: other-general

Title:

Contact Centre Administrator

Location:

Hertford

Pay:

£23,500

per annum

Hours:

Monday to Friday 0

9:00-17:00

We are looking for a permanent Contact Centre Administrators in Hertford for an immediate

start.

Contact Centre Administrator Details:

Salary: between £23,500 per annum

Salary review every 6 months

Recovering unpaid monies in a timely and accurate manner

Providing prompt and efficient service to clients

Dealing with inbound/outbound calls

Following set processes and guidelines to ensure all required actions are carried out to achieve the desired outcome

Processing card and cheque payments

Assisting clients with any queries and responding to emails

Ensure daily individual and team targets are achieved

Reporting to the management team

Contact Centre Administrator Requirements:

Excellent customer service, communication and organisational skills

Great telephone manner and familiarity with customer systems

High attention to detail

Contact Centre Administrator

Benefits:

25 days of holiday plus bank holidays

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