

Contact Centre Administrator

[Apply Now](#)

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

[Apply Now](#)

Cross References and Citations:

1. [Contact Centre Administrator Resume-score Jobs Hertford Resume-score ↗](#)
2. [Contact Centre Administrator Israeljobs Jobs Hertford Israeljobs ↗](#)
3. [Contact Centre Administrator Medicalnursejobs Jobs Hertford Medicalnursejobs ↗](#)
4. [Contact Centre Administrator Europejobscareer Jobs Hertford Europejobscareer ↗](#)
5. [Contact Centre Administrator Topfishjobs Jobs Hertford Topfishjobs ↗](#)
6. [Contact Centre Administrator BelgiumjobsJobs Hertford Belgiumjobs ↗](#)
7. [Contact Centre Administrator VancouverjobsJobs Hertford Vancouverjobs ↗](#)
8. [Contact Centre Administrator Securityguardjobs Jobs Hertford Securityguardjobs ↗](#)
9. [Contact Centre Administrator Energyjobs Jobs Hertford Energyjobs ↗](#)
10. [Contact Centre Administrator ExpertiniJobs Hertford Expertini ↗](#)
11. [Contact Centre Administrator SanfranciscojobsJobs Hertford Sanfranciscojobs ↗](#)
12. [Contact Centre Administrator Panamajobs Jobs Hertford Panamajobs ↗](#)
13. [Contact Centre Administrator Philadelphiajobs Jobs Hertford Philadelphiajobs ↗](#)
14. [Contact Centre Administrator Bluecollarjobs Jobs Hertford Bluecollarjobs ↗](#)
15. [Contact Centre Administrator Ophthalmologistjobs Jobs Hertford Ophthalmologistjobs ↗](#)
16. [Contact Centre Administrator Seouljobs Jobs Hertford Seouljobs ↗](#)
17. [Contact Centre Administrator Fresherjobs Jobs Hertford Fresherjobs ↗](#)
18. [Contact Centre Administrator Canadajobsearch Jobs Hertford Canadajobsearch ↗](#)
19. [Contact centre administrator Jobs Hertford ↗](#)
20. [AMP Version of Contact centre administrator ↗](#)

21. **Contact centre administrator Hertford Jobs** ↗
22. **Contact centre administrator JobsHertford** ↗
23. **Contact centre administrator Job Search** ↗
24. **Contact centre administrator Search** ↗
25. **Contact centre administrator Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/contact-centre-administrator-hertford-personnel-link-emplo-2819-39237/>

Generated on: 2024-05-05 by Expertini.Com