

Customer Service / Admin Assistant – Temp to Perm

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Company: Driver Hire

Location: Wakefield

Category: other-general

Customer Service / Admin Assistant – Temp to Perm Location: WF9, Wakefield Pay: PAYE
Basic = £. per hour (Excluding Holiday) PAYE Advanced = £. per hour (Including Holiday)
Shift Pattern Monday to Friday – hours per week Description General data entry Liaising with customers and taking bookings Speaking with driving team to plan routes Using excel for planning Spend time dealing with customer requests The ideal candidate will have spent some time in a similar role. Skills and Qualification Basic IT knowledge Confident to speak over the phone Driving licence Why work with Driver Hire Driver Hire Wakefield is part of Driver Hire Nationwide, the UK's largest specialist transport and logistics recruiter. We provide regular, ongoing and varied work from multiple clients across Wakefield and surrounding areas but it's more than just a job with us. We treat you as a true professional and offer a warm and friendly place to work. We're proud of the fact that in our latest satisfaction survey (December 2), % of candidates said they were proud to work for Driver Hire, % rated the level of respect received as Excellent/Good and nearly two thirds (%) said they would 'definitely' recommend working for us.

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