

## Customer Service Administrator

[Apply Now](#)

Company: Tate

Location: Borehamwood

Category: other-general

Customer Service Administrator

Based in Borehamwood

£(phone number removed) dependant on experience

Are you passionate about providing exceptional customer service, both externally and internally? We are looking for a Customer Service Administrator, to join our client based in Borehamwood to support their support function of the business.

Responsibilities include:

Answering calls from customers regarding which could either be general enquiries resolves on the first call, or calls that would need a ticket logged and looked into

Responding to both emails and written communication from customers

Administrative tasks related to contracts, using the inhouse system

Addressing complaints promptly finding appropriate solutions

The ideal candidate:  
Have excellent communication skills, being able to promptly respond to customers in a informative and empathetic manner

Previous experience in an administrative role

Experience communicating with both customers and 3rd parties

IT Literate

Works well under pressure and able to work to deadlines

Highly organised

Experience within property management desirable Please be aware this advert will remain open until the vacancy has been filled. Interviews will take place throughout this period, therefore we encourage you to apply early to avoid disappointment.

Tate is acting as an Employment Business in relation to this vacancy.

Tate is committed to promoting equal opportunities. To ensure that every candidate has the best experience with us, we encourage you to let us know if there are any adjustments we can make during the application or interview process. Your comfort and accessibility are our priority, and we are here to support you every step of the way. Additionally, we value and respect your individuality, and we invite you to share your preferred pronouns in your application.

[Apply Now](#)

#### Cross References and Citations:

1. [Customer Service AdministratorWowjobs Jobs Borehamwood Wowjobs ↗](#)
2. [Customer Service AdministratorPolandjobs Jobs Borehamwood Polandjobs ↗](#)
3. [Customer Service AdministratorSearchamericanjobs Jobs Borehamwood Searchamericanjobs ↗](#)
4. [Customer Service AdministratorTextilejobsJobs Borehamwood Textilejobs↗](#)
5. [Customer Service AdministratorCameroonjobsJobs Borehamwood Cameroonjobs ↗](#)
6. [Customer Service AdministratorAttorneyjobsJobs Borehamwood Attorneyjobs↗](#)
7. [Customer Service AdministratorMaintenancejobsJobs Borehamwood Maintenancejobs↗](#)

8. **Customer Service Administrator**[Madinahjobs](#)[Jobs Borehamwood](#) [Madinahjobs](#) ↗
9. **Customer Service Administrator**[Search](#)[europeanjobs](#) [Jobs Borehamwood](#) [Search](#)[europeanjobs](#) ↗
10. **Customer Service Administrator** [Moroccojobs](#)[Jobs Borehamwood](#) [Moroccojobs](#) ↗
11. **Customer Service Administrator** [Australiajobs](#)[career](#)[Jobs Borehamwood](#) [Australiajobs](#)[career](#) ↗
12. **Customer Service Administrator** [Netherlandsjobs](#) [Jobs Borehamwood](#) [Netherlandsjobs](#) ↗
13. **Customer Service Administrator** [Instrumentationjobs](#) [Jobs Borehamwood](#) [Instrumentationjobs](#) ↗
14. **Customer Service Administrator** [Search](#)[australianjobs](#)[Jobs Borehamwood](#) [Search](#)[australianjobs](#) ↗
15. **Customer Service Administrator** [Supplychainjobs](#)[Jobs Borehamwood](#) [Supplychainjobs](#) ↗
16. **Customer Service Administrator** [Maintenancejobs](#)[Jobs Borehamwood](#) [Maintenancejobs](#) ↗
17. **Customer Service Administrator** [Jobslibrary](#) [Jobs Borehamwood](#) [Jobslibrary](#) ↗
18. **Customer Service Administrator** [Referralrecruits](#) [Jobs Borehamwood](#) [Referralrecruits](#) ↗
19. **Customer service administrator** [Jobs Borehamwood](#) ↗
20. **AMP Version of Customer service administrator** ↗
21. **Customer service administrator** [Borehamwood Jobs](#) ↗
22. **Customer service administrator** [Jobs Borehamwood](#) ↗
23. **Customer service administrator** [Job Search](#) ↗
24. **Customer service administrator** [Search](#) ↗
25. **Customer service administrator** [Find Jobs](#) ↗

Source:<https://uk.expertini.com/jobs/job/customer-service-administrator-borehamwood-tate-221439390/>