

Customer Service Administrator

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Company: Brook Street

Location: Edenbridge

Category: office-and-administrative-support

Location: Edenbridge, Kent

Salary: up to £28,000 per annum plus generous quarterly bonus

Benefits: Full training, 25 days holiday + bank holidays per year, pension scheme, free parking, subsidised gym membership

Hours: Full time Mon- Fri 9:00-17:00

An exciting opportunity has become available with our client based in Edenbridge who are expanding their business.

They are looking for someone who is switched-on, enthusiastic with great attention to detail who is looking to grow their skillset.

- Liaising with customers and clients over the phone and via email
- Liaising with various internal teams to ensure an efficient service is being delivered
- Producing reports and documentation
- Handling and resolving customer and client complaints
- Overseeing the customer experience from start to finish

This is an exciting opportunity to join a growing and successful business with great scope

for progression.

To be considered, please send across your CV today!

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