

Customer Service Administrator - Financial Services

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Company: Get-Recruited (UK) Ltd

Location: London

Category: other-general

CUSTOMER SERVICE ADMINISTRATOR - FINANCIAL SERVICES

LONDON

UP TO £30,000 + HYBRID + PROGRESSION

We now have a fantastic opportunity for an experienced Customer Service Administrator to join a stable and growing financial services business in London.

A fantastic career move for an ambitious, enthusiastic, outgoing, professional and experienced Customer Service Administrator, Sales Administrator, Administrator, Sales Advisor, Sales Executive or Account Manager within a business-to-business, commercial, insurance or finance role, with face-to-face meeting experience, good rapport building and communication skills.

CUSTOMER SERVICE ADMINISTRATOR

Assisting with client enquiries and queries

Supporting clients who are looking to set up accounts

Reaching out to new clients to support them in their onboarding

Improving clients services and recognising opportunities

Providing excellent service to clients

Ensure all clients are contacted regularly

Ensure client on-boarding and ongoing service queries are managed efficiently and in a timely manner

THE PERSON:

Previous experience as A Customer Service Administrator, Sales Administrator, Administrator, Sales Advisor, Sales Executive or Account Manager

Experience in Financial Services, Insurance, FinTech or a similar market is desirable

Excellent communication skills

Enthusiastic and professional approach

Excellent IT Literacy and Excel skills

Fluent in English, written and spoken

A team player with strong communication and problem-solving skills

Develop and maintain good solid business relationships with clients and able to work under pressure in different work situations.

BENEFITS:

Positive, encouraging team

Excellent bonus scheme

Growing UK Business

Hybrid working

Fantastic progression & development

25 days Holidays + Bank Holidays

TO APPLY:

Please send your CV via the advert for the Customer Service Administrator position via the advertisement for immediate consideration.

Get Recruited is acting as an Employment Agency in relation to this vacancy.

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