

Customer Service Administrator (German Speaking)

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Company: Resource Recruitment

Location: Bournemouth

Category: other-general

Customer Service Administrator (German Speaking)

Job Location: Bournemouth, Dorset

Job Type: Permanent

Salary: £25,000 per annum

Hours: 37.25 hours per week, Monday – Thursday 7.30am – 4.00pm & Friday 7.30am – 12.45pm

Benefits:

* 25 days holiday + bank holidays

* Enhanced pension

* Free on-site parking

* Life assurance

A Global Manufacturer based in Bournemouth are currently looking to add a German speaking Customer Service Administrator to their Customer Service team.

Within this role you will be;

- * Processing incoming orders onto the system
- * Raising quotations for new enquiries
- * Answering any enquiries in relation to the product availability, specification or delivery timeframes
- * Preparing and checking of any shipping paperwork
- * Raising of invoices for shipped goods and credit notes for returns

For this role the successful candidate will;

- * Fluent in German to a business level
- * Previous Customer Service experience
- * PC literate with proficiency in Word, Excel, PowerPoint and Outlook

This position is an immediate start and more information on this position can be obtained from contacting our recruitment team directly on (phone number removed) or by emailing your CV.

Those who have the right skills and experience, our aim is that you will hear back from us within 24 hours but due to the high number of applications we are receiving at present, we are unable to respond to every application individually so If you do not hear from us within 3 days, please assume that your application at this stage has not been successful. As new positions arise, we will review any applications already made to us and may contact you

about other suitable roles.

Resource Recruitment is an equal opportunities employer and is committed to a policy of treating all its employees and job applicants equally. It is the policy of the Company to take all reasonable steps to ensure that each applicant is assessed only in accordance on the basis of their qualifications, skills and abilities to perform the relevant duties without prejudice in regards to background, religion, ethnicity, age, sexual orientation, disability or gender.

By completing our application process, you are authorising us as a Recruitment Agency to contact you in connection with your application by email and / or telephone & SMS under GDPR Article 6(1) (a) and you are also consenting to receiving information via the same means in relation to Resource Recruitment providing you with work finding services. Our Privacy Policy can be viewed on our website under the Privacy Policy tab on our website. Should you wish, you may opt out at any time.

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