

Customer Service Administrator

[Apply Now](#)

Company: Ascendant Recruitment

Location: Hardingstone

Category: other-general

Customer Service Administrator

Temporary ongoing role

Brackmills, Northampton

Full Time Monday to Friday 37.5 Hours

£22,300 per annum

My client is looking for a Customer Service administrator to join their busy department. As the Customer Service Administrator you will keep the department spreadsheet up to date to ensure the Team are kept up to date with changes. In addition you will be speaking with customers to ensure all details held are correct. The role is working on an ongoing temporary basis. So, if you are a strong administrator with a great team spirit and great attention to detail, we would love to hear from you.

Customer Service Administrator Responsibilities

Speaking with customers to confirm details

Confirming customer requirements with logistics and scheduling

Maintaining the departmental spreadsheet

Colour coding details so that team members can easily see status

Updating spreadsheet with delivery details

Helping the team to answer calls.

Customer Service Administrator Requirements

Knowledge of Microsoft office, in particular Excel and Outlook

A good understanding of English language

Great attention to detail

If you are interested in finding out more about this Customer Service Administrator role, please apply today because we'd love to hear from you!

WE WOULD PREFER YOUR CV IN WORD FORMAT

Ascendant Recruitment is one of Milton Keynes and Northampton's leading recruitment companies, with PA/Administration, Customer Service, Human Resources, Finance, IT, sales & marketing and digital marketing divisions. Ascendant Recruitment operates as an Employment Agency for permanent recruitment and an Employment Business for temporary recruitment. For more information on our current vacancies please visit ([url removed](#))

[Apply Now](#)

Cross References and Citations:

1. [Customer Service Administrator Serbia jobs](#) [Jobs Hardingstone Serbia jobs](#) ↗
2. [Customer Service Administrator Makkah jobs](#) [Jobs Hardingstone Makkah jobs](#) ↗
3. [Customer Service Administrator Gigajob](#) [Jobs Hardingstone Gigajob](#) ↗
4. [Customer Service Administrator Fish jobs](#) [Jobs Hardingstone Fish jobs](#) ↗
5. [Customer Service Administrator Museum jobs](#) [Jobs Hardingstone Museum jobs](#) ↗
6. [Customer Service Administrator Radiologist jobs](#) [Jobs Hardingstone Radiologist jobs](#) ↗
7. [Customer Service Administrator Brazil jobs](#) [Jobs Hardingstone Brazil jobs](#) ↗
8. [Customer Service Administrator Instrumentation jobs](#) [Jobs Hardingstone Instrumentation jobs](#) ↗
9. [Customer Service Administrator Search American jobs](#) [Jobs Hardingstone](#)

Searchamericanjobs ↗

10. Customer Service Administrator Irelandjobs Jobs HardingstoneIrelandjobs ↗

11. Customer Service Administrator Searchenginejoblistings Jobs Hardingstone Searchenginejoblistings ↗

12. Customer Service Administrator JobsproJobs HardingstoneJobspro ↗

13. Customer Service Administrator Jobsearchnews Jobs HardingstoneJobsearchnews ↗

14. Customer Service Administrator Resume-score Jobs HardingstoneResume-score ↗

15. Customer Service Administrator UruguayjobsJobs HardingstoneUruguayjobs ↗

16. Customer Service Administrator HoustonjobsJobs HardingstoneHoustonjobs ↗

17. Customer Service Administrator InstallationjobsJobs HardingstoneInstallationjobs ↗

18. Customer Service Administrator Seasonaljobs Jobs HardingstoneSeasonaljobs ↗

19. Customer service administrator Jobs Hardingstone ↗

20. AMP Version of Customer service administrator ↗

21. Customer service administrator Hardingstone Jobs ↗

22. Customer service administrator Jobs Hardingstone ↗

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-hardingstone-ascendant-recruitmen-221498012/>

Generated on: 2024-05-03 by Expertini.Com