

## Customer Service Administrator

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Company: Impact Recruitment Services

Location: Isham

Category: management

Customer Service Administrator

Near Kettering

Permanent

9am to 5pm, Monday to Friday

£24,000 plus bonus

Are you looking for varied administration role with people contact?

Are you wanting to gain a career with a large business?

If this sounds like you, I have the perfect opportunity for you!

This role offers an excellent opportunity for you to join a distribution company that is forward thinking and focused on its people.

You will be working in a team of 12, reporting to a team leader and working closely with the internal & external Account Managers.

Duties and responsibilities for the Customer Service Administrator role includes:

Answering mainline phone and distributing calls within the business.

Running daily reports to assist the management of day-to-day tasks for the internal sales team.

Placing customer orders

Setting up customer product codes.

Book and manage all direct deliveries.

Process, send and file agreements via Adobe sign.

Locate and investigate invoice/POD queries. Skills and experience required for the Customer Service Administrator role:

Previous customer service and administration skills.

Good organisational skills.

Accuracy and attention to detail.

PC Literate.

Quick to learn.

An enthusiasm for working with people, and a flexible approach to work.

Please note, due to the high volumes of applications we receive daily, should you not be contacted within 72 hours, your application is unsuccessful. Thank you.

Impact Recruitment is an employment business working on behalf of our client.

All responses will be managed in line with the new GDPR regulations.

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