

Customer Service Administrator

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Company: Red Door Recruitment

Location: St Albans

Category: management

We have an excellent opportunity for an organised administrator to join a progressive company based centrally in St Albans.

Working within a friendly and supportive team this role's main function is as an administrator offering a range of administrative support to clients and colleagues. You will have an opportunity to learn and develop your skills.

We are looking for candidates with administration or office-based customer service experience and excellent communication and organisational skills.

What's in it for you?

- * Salary: £24-26k
- * Hours: Monday to Friday 9-5.30
- * 25 days holiday + 2 extra days to be taken at Christmas
- * Fantastic training and ongoing support
- * Pension

Key responsibilities for the Customer Service Administrator:

- * Ensuring the system and clients are updated at all times
- * Communicating internally and externally
- * Monitoring any issues, escalating concerns
- * Working to deadlines
- * Maintaining contact with your clients, informing them of the continual progress
- * Taking payments through BACS and credit cards

For this Customer Service Administrator role the employer is looking for:

- * 6 months+ administration or office-based Customer Service experience
- * Ability to organise and prioritise workload
- * Working under pressure
- * Excellent process and organisational skills
- * Good team working ability
- * Good communication skills
- * Attention to detail, including basic accounts administration
- * Excellent knowledge of Office Products

If you are interested in this Customer Service Administrator role, please apply now!

Red Door Recruitment is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Full details available on our website. Please note due to the number of applications we often receive, only shortlisted applicants will be contacted.

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