

Customer Service Advisor

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Company: Clear Sky Recruitment Limited

Location: Blackwood

Category: office-and-administrative-support

Clear Sky Recruitment is pleased to be the recruitment partner of an established independent call centre in the Blackwood area. On behalf of our client, we are seeking to recruit a Customer Service Administrator to support their business. Full training will be provided and this role may become permanent after 13 weeks on assignment.

Key responsibilities:

General administrative support including the scanning and filing of documents and data entry.

Supporting the call centre with external calls to customers

Updating in-house database

Previous administrative experience is required

Key requirements:

Excellent telephone manner

Able to key in accurate data

PC literate and proficient using Microsoft Office

Ability to multi-task

Positive and professional attitude

Hours of work:

8.30am - 5.30pm

Monday to Friday

Upon applying for this position you are giving authorisation for Clear Sky Recruitment Ltd to contact you regarding this vacancy and other vacancies our team feel that may be suitable for you. We will not present your CV to any clients without your consent. We will contact you if your CV is of interest to our client and if you are unavailable, then we will leave a message and send a text message. It will be your responsibility to return our call.

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