

Customer Service Advisor

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Company: Brook Street

Location: Edenbridge

Category: other-general

Job Description

Location: Edenbridge, Kent

Salary: up to £23000 per annum plus generous quarterly bonus

Benefits: Full training, 25 days holiday + bank holidays per year, pension scheme, free parking, subsidised gym membership

Hours: Full time Mon- Fri 9:00-17:00

Are you a school leaver or graduate looking to build a long term career?

An exciting opportunity has become available with our client who is expanding their customer service team.

They are looking for someone who is switched-on, enthusiastic with great communication skills looking to grow their skill set in their next role.

This is a great opportunity to gain an industry recognised qualification and progress within the company.

Responsibilities include:

- Answering initial inquiry calls from clients
- Taking information regarding the nature of their inquiry to provide to the team

- Issuing quotations and sending correspondence
- Provide customers in-depth information regarding the company's services
- Entering and maintaining accurate records on the database
- Attending industry trade shows

No experience is needed just a passion for commencing a career in an exciting and progressive industry.

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