

Customer Service Advisor

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Company: Jark PLC

Location: Ledsham

Category: other-general

Customer Service Advisor

Sherburn in Elmet

Monday to Friday 0800am - 1630pm

We are currently recruiting Customer Service/Sales Advisors to join our client's team in Sherburn in Elmet.

Main Responsibilities:

Dealing with incoming calls; advise customers on products

Dealing with all aspects of customer services - chasing deliveries, arranging collections, arranging credits

Processing sales orders

Liaise with external teams

Build business relationship with external customers

Liaise with customers on delivery re-scheduling and re-sourcing if required

Maintain and monitor own Client base

Upselling where possible

Skills Required:

Customer focused

Customer service experience

Excellent IT skills, Microsoft office, Excel

Excellent communication skills both verbal and written

Excellent listening skills

Have a proactive approach, working in an agile business

Microsoft Office applications, Excel, PowerPoint, Word etc, preferable

Skills Required

Customer Service

Keywords

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