

Customer Service Advisor Permanent

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Company: First Recruitment Services

Location: Horsham

Category: office-and-administrative-support

Our client specialises in the engineering, project management and design for dental surgeries and practices. They are seeking a customer service assistant to join their expanding team.

The customer service assistant role is a permanent position, and we are looking for customer service candidates available for an immediate start. This is a fantastic opportunity to be joining the company during a very exciting period of growth. If you're looking to get started in a new company who offer an amazing working culture and training support then look no further.

Key duties for Customer Service Assistant will include:

- To maintain a positive relationship with client
- Manage the company CRM system keeping relevant information up to date, especially for new customers
- Completion of relevant paperwork and administration tasks as required.
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Key duties for Customer Service Assistant:

- You must possess excellent communication skills for effective interaction with diverse groups of people.
- Have a broad knowledge of administration processes.
- You must possess a friendly personality to be easily approachable by all persons by being polite Handle any complaints.
- You should have a good, current knowledge of IT. Such as Microsoft Excel and Word.

– Ability to multitask and still work effectively.

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