

Customer Service Advisor Temporary

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Company: First Recruitment Services

Location: Royal Tunbridge Wells

Category: office-and-administrative-support

Position: Customer Service Advisor

Salary: £15.22ph

Location: Tunbridge Wells

Hours: Monday – Friday 7am – 3pm with 1 hour unpaid lunch break. 7 paid hours a day.

Parking available

Duties will include:

Answering incoming customer calls to resolve issues and enquiries, ensuring customer needs are met in a timely and professional manner to meet individual and team targets.

Entering and updating customer account data.

Scheduling contractors to ensure maximum utilisation and productivity

Contacting customers through various media to minimise lead time

Prioritising workloads

Processing of work orders using SAP

Raising purchase orders

Key Skills required:

Have a professional and friendly telephone manner

Ability to use computers (e.g. MS Office)

Outstanding organizational ability

Working for First Recruitment as a Temporary Worker is a great opportunity to experience a variety of work places within different industries, whilst offering flexible working hours.

You can also expect to receive excellent benefits once you begin temping with First Recruitment Services such as:

24/7 access to NHS approved GP telephone support and prescription services

Access to the UK's largest employees discount platform

Specialist medical assistance and support hotline

Weekly pay

Hundreds of gym discounts

24/7 access to mental health crisis support and counselling

Wild Recruitment Ltd T/A First Recruitment Services is acting as an employment business in relation to this assignment

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