

Customer Service Advisor Temporary

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Company: First Recruitment Services

Location: Royal Tunbridge Wells

Category: other-general

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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