

United Kingdom Jobs Expertini®

Customer Service Advisor

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Company: Sequence

Location: Wenvoe

Category: other-general

Customer Service Advisor Salary - £22,500 per annum Location – Ty Croes Cwrlwys Valegate Retail Park, Cardiff. Days & Hours – Mon – Fri, 8:30am – 5:00pm (1 hour lunch)
Employment Type – Full-time, permanent
We're looking for a highly motivated Customer Service Advisor to complement our fantastic team in our Lettings Support Centre in Culverhouse Cross, Cardiff. As a Customer Service Advisor you will provide property management and tenancy administration support services to branches, landlords and tenants. Due to the location of the office you will need to have a driving licence and a car.
Key responsibilities of a Customer Service Advisor: Provide property management and tenancy administration support service to branches, landlords and tenants. Co-ordinate and liaise with contractors to ensure repair/maintenance works are carried out in time and to agreed standards and co-ordinate and arrange relevant statutory safety checks. Skills and experience required to be a successful Customer Service Advisor: Understanding of operations within an estate agency business. Outstanding Customer Service and solid administration skills. Resilient, positive, numerate and detail oriented. Organised and able to prioritise workload in a fast paced environment. Excellent verbal and written communication skills. IT literate (MS Office, internet, email systems). Due to the location of the office you will need to have a driving licence and car.
Benefits of being a Customer Service Advisor? Support in training towards ARLA – NFOPP qualifications. Industry leading training and development. Demonstrable career ladder and opportunities for progression. Collaborative, rewarding and fun environment. Access to our Employee Assistance Programme 24 hours per day, 7 days per week. Discounts on Estate Agency, Mortgage,

Conveyancing and Surveyor Services. Nuffield Gym Discount – 20% on memberships at Nuffield Health & Fitness clubs across the UK Our existing Customer Service Advisor team comes from a diverse range of backgrounds including Customer Support , Call Center , Retail ,Hospitality ,Leisure and Care sectors. Connells Group , one of the largest and most successful estate agency and property services providers in the UK. Founded in 1936 and with a network of over 1,250 branches, the Group combines residential sales and lettings expertise with a range of services including new homes , mortgage services , surveying , conveyancing and more! Connells Group UK is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. CC00325

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