

United Kingdom Jobs Expertini®

Customer Service / Order Processing - ASAP

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Company: Brook Street

Location: Watford

Category: other-general

Our client based in the Berkhamsted area is looking for a Customer Service/ Admin Assistant to join their team. They are a family-owned, family-operated company and they serve many different industries.

You will have good attention to detail and be confident dealing with customer queries as you will be responding to high volume calls and emails. You will also be expected to load between 10-15 new orders on to the inhouse system daily.

Your roles will require you to deal with purchase orders, shipping around the world dealing with shopping companies, updating customer account details, processing refunds, invoices and day to day administration tasks.

With your confidence, organisation, excellent telephone manner and willingness to learn new skills, this could be the role for you where you would be working on a permanent full-time basis working Mon-Fri 08:00-17:00.

In return the company offer a very competitive salary of £25k to £29k based on experince. They also offer 20 days paid holiday each year plus bank holidays, free tea and coffee, social events within the family run business, access to the company pension scheme and health care schemes and free on-site parking.

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