

Customer Services & After Sales Administrator

[Apply Now](#)

Company: The Recruitment Co.

Location: Daventry

Category: other-general

Customer Service & After Sales Administrator

Salary negotiable dependent on experience

Daventry, Northants

Monday to Thursday 8.30am until 5pm & Friday 8.30am until 4pm

Permanent

Our long established Daventry client is looking to recruit a permanent **Customer Service & After Sales Administrator**.

Customer Services & After Sales Administrator responsibilities:

Providing a warm and friendly first point of contact as a representative of the company to all external contacts

Processing of sales orders accurately in a timely fashion inclusive of sending order confirmations complete with accurate shipment dates

Processing of credit card payments via virtual terminal

Accurate recording of all customer contact and relevant details within the company contact database (Microsoft Dynamics 365)

Releasing orders for shipment to the warehouse accurately and in a timely manner

Relaying delivery date changes / updates to customers as and when required

Troubleshoot customer issues maintaining control and ensuring full communication with the customer to final resolution

Generating quotations for customer requirements and follow up where necessary recording feedback from customers and liaising with managers to ensure we remain competitive in the market

Gradual development of technical product information and applications

Where required, delivery and re-stocking of consignment cupboards within customers premises

Sourcing of customer requested items from our existing vendor base and beyond where necessary

Placing purchase orders with vendors for special order and drop ship requirements

Processing paperwork for system generated inventory purchase orders

Accurate recording of all vendor contact and relevant details within the company ERP system (Microsoft Navision)

Gradual ongoing development of technical product information and applications

Fully conversant with works order system and office procedures

Assist other team members with transactions when required in other departments

Assisting to develop the business in general

Providing a warm and friendly first point of contact as a representative of the company to all external contacts

Customer Services & After Sales Administrator requirements:

Previous experience in customer service environment essential

Reliable, good organisational skills, enthusiastic and conscientious

Excellent communication skills

Happy to learn & train on the technical aspect of our clients product

Please apply with a copy of your CV in the first instance

CPDaventry

The Recruitment Co. is an equal opportunities employer and we're committed to diversity and inclusion in the workplace.

[Apply Now](#)

Cross References and Citations:

- 1. Customer Services & After Sales AdministratorIrajobs Jobs Daventry Irajobs ↗**
- 2. Customer Services & After Sales AdministratorExpertiniJobs Daventry Expertini↗**
- 3. Customer Services & After Sales AdministratorMadinahjobsJobs Daventry Madinahjobs↗**
- 4. Customer Services & After Sales AdministratorTraveljobsJobs Daventry Traveljobs ↗**
- 5. Customer Services & After Sales AdministratorPsychiatristjobsnearmeJobs DaventryPsychiatristjobsnearme↗**
- 6. Customer Services & After Sales AdministratorSocialnetworkingjobfinder Jobs DaventrySocialnetworkingjobfinder ↗**
- 7. Customer Services & After Sales AdministratorCv-resume-builder Jobs Daventry Cv-resume-builder ↗**
- 8. Customer Services & After Sales AdministratorFindengineeringjobs Jobs Daventry Findengineeringjobs ↗**

9. **Customer Services & After Sales Administrator**[FindwordpressjobsJobs Daventry Findwordpressjobs](#) ↗
10. **Customer Services & After Sales Administrator Sustainability**[jobs Jobs Daventry Sustainabilityjobs](#) ↗
11. **Customer Services & After Sales Administrator Searchcanadajobs**[Jobs Daventry Searchcanadajobs](#) ↗
12. **Customer Services & After Sales Administrator Sql**[jobs Jobs Daventry Sqljobs](#) ↗
13. **Customer Services & After Sales Administrator Expertiniworldtech**[Jobs Daventry Expertiniworldtech](#) ↗
14. **Customer Services & After Sales Administrator Ngo**[jobsJobs Daventry Ngojobs](#) ↗
15. **Customer Services & After Sales Administrator Searchnzjobs**[Jobs Daventry Searchnzjobs](#) ↗
16. **Customer Services & After Sales Administrator Finland**[jobs Jobs Daventry Finlandjobs](#) ↗
17. **Customer Services & After Sales Administrator Thechatgpt**[jobs Jobs Daventry Thechatgptjobs](#) ↗
18. **Customer Services & After Sales Administrator Searchaustralianjobs**[Jobs Daventry Searchaustralianjobs](#) ↗
19. **Customer services & after sales administrator**[Jobs Daventry](#) ↗
20. **AMP Version of Customer services & after sales administrator** ↗
21. **Customer services & after sales administrator Daventry**[Jobs](#) ↗
22. **Customer services & after sales administrator**[JobsDaventry](#) ↗
23. **Customer services & after sales administrator**[Job Search](#) ↗
24. **Customer services & after sales administrator**[Search](#) ↗
25. **Customer services & after sales administrator**[Find Jobs](#) ↗

Source<https://uk.expertini.com/jobs/job/customer-services-after-sales-administrator-daventry-the-recruitment-co--473233ab6c/>

Generated on: 2024-05-02 by [Expertini.Com](#)