

## Customer Services Manager

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Company: LinkPoint Resources

Location: United Kingdom

Category: other-general

We specialise in the recruitment of high quality candidates in the Retail sector. We have an excellent opportunity for a Customer Services Manager / Office Manager to join a leading manufacturer and retailer.

£55,000 + Company Car + Pension + Medical + Benefits

Epsom 1 to 2 days per week / home based with travel to retail sites throughout the UK

### **Customer Services Manager / Office Manager's Core Duties**

Support in the development of leading retail sites in line with company brand and strategy

Support with the day to day running and workflow (i.e. presentations and reports) as requested by retailers

Support in the implementation of action plans utilising workflow processes from beginning to end

Support with the termination, transfer or appointment of new retail sites

Report on the development and status of the retail network

Develop good working relationships with stakeholders, potential retailers and partners

Provide details to stakeholders of key market and industry trends

Support with the development of retail concepts

Recommend process efficiencies between retailers

Develop an understanding of retailer software systems

### **Customer Services Manager / Office Manager's Skills Required**

Experience within Admin, Retail or Automotive project management

Advanced MS Office skills, in particular Excel and PowerPoint - for report generation and presentations

Good commercial acumen and financial awareness with solid analytical skills

Able to travel throughout the UK as required

Able to work independently and manage own workload and priorities

Excellent communications and interpersonal skills

Good influencing and networking skills - can create strong working relationships with current and prospective partners / retailers / stakeholders

Flexible and adaptable

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