

Customer Support Administrator

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Company: Adecco

Location: United Kingdom

Category: computer-and-mathematical

Customer Support Administrator

Full Time- Monday-Friday

Office Based - HU10

£12.00 per hour

Temporary Position- approximately 2 months

Immediate Start

Adecco UK are currently recruiting for experienced Customer Service / Administrators to play a crucial role in ensuring customer satisfaction by assisting with various administrative tasks. If you have a passion for customer service and thrive in a busy environment, this could be the perfect opportunity for you!

In this role, you will be responsible for:

Updating customer information accurately and efficiently

Performing data entry tasks to ensure accurate record-keeping

Reorganising appointments and managing scheduling conflicts

Providing prompt and professional responses to customer queries

Collaborating with team members to resolve customer issues effectively

What we're looking for:

Excellent communication skills and a friendly, customer-centric approach

Strong attention to detail and accuracy in data entry tasks

Proven ability to multitask and prioritise workload in a fast-paced environment

Organisational skills to handle appointment scheduling and reorganising efficiently

Please apply via this website

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