

French Bi-Lingual Administrator

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Company: ROSE & YOUNG RECRUITMENT LTD

Location: Rugby

Category: management

French Bi-Lingual Administrator - Rugby

Fluent in French & English

Some hybrid working after completion of probationary period – but majority office based.

Hours: 8.00am – 4.30pm – Mon-Fri

This role is working within a fast-paced environment, liaising with Customers with regards stock availability and supply.

Liaising with customers using French and English languages, via the telephone, email and online chat.

Providing online support to customers

Liaising with Suppliers/Warehouse/Accounts.

Dealing with delivering queries.

Sales order processing.

Utilising Word/Excel and ERP system

Salary - £26,000

Excellent company benefits

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