## **United Kingdom Jobs Expertini®**

## **German Customer Services**

## **Apply Now**

Company: Acorn by Synergie Location: Bournemouth Category: other-general

Are you a highly motivated and fluent German speaker with a passion for providing exceptional customer service? Are you looking for a dynamic and challenging role in a manufacturing environment? Look no further!

£25,000 per annum

Monday - Thursday 7.30am 12.00pm & 12:30pm 16:00pm

Friday 7.30am 12.45pm

Acorn by Synergie is currently recruiting on behalf of their client that is a rapidly growing manufacturing company based in the bustling coastal town of Bournemouth, and who are seeking a German speaking Customer Service Administrator to join their dynamic team. As their customer base expands, they are looking to add a dedicated individual to the customer service department to assist with the high volume of orders and queries received daily.

As a Customer Service Administrator, you will be responsible for various administrative tasks including but not limited to imputing orders, answering queries, and providing support to German speaking customers. Your role will also involve processing export paperwork for orders, dealing with new enquiries and sales leads, as well as raising invoices and credit notes.

We are looking for someone who is fluent in German and has excellent communication skills, both written and verbal. As the focus is on manufacturing, experience in this industry is preferred but not essential. However, a strong background in customer service and administration is a must.

You will be the first point of contact for German speaking customers, therefore, the ability to handle multiple queries efficiently and with a positive attitude is crucial. Customers are the heart of the business, and they pride themselves on providing exceptional service. As such, they are looking for an individual who shares these values and is dedicated to ensuring customer satisfaction.

## Benefits:

- o 25 days holiday plus Bank Holiday
- o Generous pension scheme
- o Free on-site parking
- o Life assurance
- o Early finish Friday

If you would like to find out more, please APPLY!

Acorn by Synergie acts as an employment agency for permanent recruitment.

**Apply Now** 

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