

Italian speaking Export Customer Service Coordinator

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Company: French Selection

Location: Sheffield

Category: other-general

FRENCH SELECTION UK

Italian speaking Export Customer Service Coordinator

Customer Service, Customer Care, Export Sales, Sales Administration, Logistics, Supply Chain, Inside Sales, Coordinator, Sales Coordinator, Account Management, Customer Service, Customer Care, Customer Advisor, B2B, Order processing, Quotations, Logistics, Supply Chain, Fluent in German, Yorkshire

Salary: up to £25,000 pa + benefits

Location: Sheffield, South Yorkshire

At a commutable distance from Sheffield, Swallownest, Barnsley, Worksop, Chesterfield, Dronfield, Barborough, Maltby, Rotherham, Hoyland, Doncaster, North Anston, Dinnington, Loxley, Clowne, South Yorkshire, North, A57, M1, A630

Ref: 2316I

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Please visit the French Selection UK website, vacancies section, search job reference: 2316I.

Applications submitted on our website will come to us in the correct format, which means they will be processed faster & more efficiently by our team of consultants.

The Company:

Our client is a designer, developer, and manufacturer of high-quality products. They are

leading the market trends by utilising the newest technologies to deliver the best solutions.

Main duties:

To assist international clients with all their requirements regarding to the product range and services.

The Role:

- To deal with inquiries on a daily basis over the phone and email
- To process orders in a timeous manner and ensure customer records are kept up to date
- To collaborate positively with other departments within the business with any Customer

Service queries

- To deal with the sales process from initial inquiry through to quotation and order placement
- To arrange collections, returns, and deliveries
- To coordinate with warehouses for stock movements
- To ensure customers receive a high standard of service
- To promote the company's products and services

The Candidate:

- Fluent in Italian (written and verbal)
- Previous experience in Customer Service or Export Sales Administration or Logistics would be beneficial
- Knowledge of export shipping documentation and regulations would be advantageous
- Excellent organisational skills and attention to detail
- Confident telephone manners with excellent communication skills
- Good IT skills and experience with CRM system

Salary: up to £25,000 pa + benefits

French Selection, is a leading UK-based consultancy specialising in the recruitment of bilingual and multilingual professionals for international business (industries and services).

We are the leading recruitment consultancy for German, French, Italian and Spanish speaking positions. Also recruiting for positions with other languages such as Dutch, Polish, Portuguese,

Scandinavian languages, Mandarin, Japanese and Arabic.

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