

Office Administrator

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Company: CRC Recruitment Ltd

Location: Daventry

Category: management

30 hours per week

Hours of work: Monday to Thursday 8.30 - 5.00 or Monday to Friday 9.00 - 3.00 (flexible)

Start date: Monday 6th May

Our well-established client is seeking maternity cover for 6-9 months with a potential for extension. You will be responsible for dealing with customer enquiries, quotations and the arrangement of onsite technicians. This role requires strong communication skills and the ability to multitask effectively. This is a small friendly office with occasional visits from the office dog.

Duties and responsibilities

- * Handling telephone and email enquiries
- * Generating bespoke quotations for customers
- * Liasing with new and existing clients
- * Dealing with day to day work arrangements for the technicians.

* Supporting the MD during busy periods

* Any other duties as required

Skills & experience required:

* Previous experience working in customer service desirable

* Excellent written and verbal communication

* Proficient in Word & Excel

* Professional manner

* Ability to work independently.

CRC Recruitment are a leading Midlands based recruitment consultancy covering vacancies across the UK. We have been established since 2003 and have a reputation for high service standards to both candidates and clients. We supply permanent or temporary staff to all areas of business covering a variety of different industry sectors.

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