

## Service Administrator

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Company: Commercial Services Group

Location: United Kingdom

Category: other-general

## Service Administrator

**£23,000 - £25,000pa (DOE)**

**Hybrid/Kings Hill, Kent**

Do you have previous administration experience within a fast-paced commercial environment, and particularly strong Microsoft Excel skills? Are you a confident communicator with outstanding customer service skills? If so, we have a fantastic opportunity for you.

Due to an increased workload, Landscape Services are looking for a Service Administrator to join their hardworking team.

### **In return we will offer you**

25 days holiday, plus bank holidays

Never work a birthday again! You receive an extra day off for it to enjoy however you wish!

Generous discount scheme, including gym and retail

Life assurance cover

Health cash plan initiative

A culture of progression and development

Plus many more perks

### **Key duties**

Responding to external and internal customer enquiries on a daily basis, capturing information

accurately with exceptional customer service, along with managing multiple inboxes

Providing sales support, contacting customers confirming their quotation requirements were met along with resolving any queries they may have

Lead with the onboarding process for new customers, creating customer accounts and agreements. Updating and maintaining CRM and work scheduling system

Contract support/reporting daily/weekly/monthly to meet customer requirements

Timely and effective processing of purchase orders, ensuring accuracy of records

### **What we need from you**

Experience of working in a busy commercial environment

Computer literate with a strong working knowledge of Microsoft Office specifically Microsoft Excel

Previous administration experience is essential for this role

Excellent communication skills and experienced in providing outstanding customer service

Strong attention to detail

Part of the Commercial Services Group, for over 80 years Landscape Services has specialised in the planning, development and management of grounds maintenance and landscaping projects throughout the South East. In that time we have built a diverse portfolio of experience working with local authorities, businesses, housing associations, schools and sports facilities, national parks and private land owners, to name a few.

### **About Landscape Services**

Landscape Services is a specialist provider of outdoor maintenance and management services, particularly around grounds maintenance, arboriculture, horticulture and landscaping projects. They use their 80+ years of public and private sector expertise to deliver valuable, safe and assured results for our customers, developing adaptable solutions in line with our core values, and theirs, whilst simultaneously helping to sustain our natural environment.

### **About Commercial Services Group**

Commercial Services Group (CSG) is the largest, local authority-owned trading company

(LATCO) in the UK, wholly owned by Kent County Council. CSG generates over £800m in revenue per annum and provides services to over 16,000 education and public sector customers globally.

CSG is striving to be recognised as the global leader in Education and Public Sector services, currently operating in 86 countries, with 1,800 staff across 25 trading brands, providing expertise ranging from: HR Services, IT Services, Energy, Education Resources, Procurement and many more.

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