

Service Contract Coordinator (Fixed Term)

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Company: Mettler Toledo

Location: United Kingdom

Category: other-general

Our Opening and Your Responsibilities

The Service Team in Leicester requires a highly assertive and proactive Service Contract Coordinator to efficiently manage the administration and coordination of service contracts with clients. The ideal candidate must be competent in handling contract renewals and deliver exceptional customer service.

What You Need to Succeed

- Strong communication skills – both verbal and written
- Proactive and works well on own initiative
- Excellent attention to detail
- Competent with MS Outlook and MS Excel
- Outstanding Customer Service

Our Offer to You

International career development opportunities

Agile working

Supports working families through enhanced family-friendly policies and flexible working patterns.

Promote individual learning, development, and growth within the company

We advocate for work-life balance and offer 25 holidays, + Bank Holidays, and rewards length of service as your holiday entitlement increases to a maximum of 29 days once you hit

your milestones.

Buy or sell additional annual leave - up to 5 days.

Health and Wellbeing of employees is crucial to us and as such all employees have BUPA healthcare, an EAP service, and access to our wellbeing portal. You will join a Trustee based pension scheme and have peace of mind with 4x life assurance.

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