# **United Kingdom Jobs Expertini®**

## **Spanish speaking Customer Service Representative**

# **Apply Now**

Company: French Selection

Location: Watford

Category: other-general

#### FRENCH SELECTION UK

Spanish speaking Customer Service Representative

Customer Service, Customer Care, Admin, Support, Order Processing, Account

Management, Sales Support, Customer Accounts, Communication, Call, Inbound Call,

Complaints, KPI, Data Entry, Queries, Enquiry, Microsoft Office, Spanish, London

Salary: up to £27,000 p.a. + Benefits

Location: Watford, Hertfordshire

At commutable distance by car from: St Albans, Watford, Hatfield, Hemel Hampstead,

Edgware, Harrow, Wembley, Chesham, Amersham, Borehamwood, Rickmansworth,

Hertfordshire

Ref: 8132SCS

## VIEW JOB DESCRIPTION > APPLY NOW:

Please visit the French Selection UK website, vacancies section, search job reference: 8132SCS

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.

\*\*\* Hybrid Working Available \*\*\*

The Company:

Our client is a well-established and award-winning company with international operations.

Main duties:

To provide excellent customer service at all times and assist with administrative duties.

The Role:

- To process customer orders in the database accurately

- To respond to customer enquiries and resolve issues in a timely manner

- To monitor customer feedback and provide suitable suggestions for improvement

- To liaise with warehouse and supply chain colleagues regarding deliveries and update

customer as appropriate

- To manage returns and refund process and raise credit notes with finance team

- To maintain positive relationships with customers and communicate information as

necessary

- To update customer records in the database in accordance with GDPR regulations

The Candidate:

- Fluent in Spanish (written and spoken) - Essential

- Previous experience in Customer Service and/or logistics – Essential

- Customer-focussed approach

- Proactive, confident and dynamic personality

Excellent communication skills and a team player

- IT literate

The Salary: up to £27,000 p.a. + Benefits

French Selection, 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.

**Apply Now** 

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