

Technical Admin (CS)

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Company: Pertemps

Location: West Bromwich

Category: computer-and-mathematical

Pertemps West Bromwich are currently recruiting for a Customer Service Administrator based for an expanding company in West Bromwich.

Duties will include (but are not limited to):

- Handling customer requirements via telephone, email, and e-commerce
- Processing customer enquiries and orders using our in-house Navision system
- Providing internal support to the RSM's (Regional Sales Managers)
- Managing customer accounts whilst providing professional advice and assistance relating to the organisations service
- Working alongside other departments (warehouse, other group locations, managers etc)

The Ideal Candidate:

- Microsoft Office is essential
- Previous experience within a Technical or Customer Service roles
- Good communication skills

Hours of Work:

Monday - Friday from 8:30am - 17:30pm

Pay Rate:

£11.44 per hour

Temp-Perm position for successful candidate

Immediate starts available

If you are interested in this position, please apply with your CV to be considered.

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