

TEMPORARY CUSTOMER SERVICE ADMINISTRATOR

[Apply Now](#)

Company: Office Angels

Location: Glasgow

Category: management

The role - Temporary Customer Service Administrator

Location - Glasgow City Centre (within walking distance from Glasgow Central)

Hours - 9am-5pm, Monday to Friday

Contract - Ongoing

Rate of Pay: £11.50 per hour

We are currently recruiting for Temporary Customer Service Administrators to join our temporary team based in our client's modern city centre office. As you are joining a well established team, there will be a lot support on hand and a high standard of training will be provided.

This is a great opportunity to join a fast-growing organisation and provide a pivotal service to their customers through gathering information and talking them through the process required to open their case.

To be considered for this role you must be able to start work immediately.

Due to the nature of this role you must have been a UK resident for at least 5 years and be able to pass a credit check

Duties:

- * Taking ownership of inbound enquires - recording all customer information accurately and at pace.
- * Delivering exceptional customer service at all times.
- * Transferring calls to correct departments and scheduling call backs.
- * Creating follow up tasks and making diary entries.
- * Arranging appointments.
- * Liaising with clients and third party companies.

Essential candidate skills:

- * Go the extra mile for each client
- * Strong and confident communicator with a polite telephone manner
- * Previous experience of working in a fast-paced environment.
- * Good IT skills

This role will suit confident and articulate individuals who are keen to deliver the highest levels of customer service. Working as a temp is an ideal way of exploring different job roles and industries. It's also gives you control of your own work/life balance - if you would like to join our temporary associates team please apply today!

Here are just some of the benefits you can expect when you become part of the Office Angels team:

Employed directly with Office Angels, meaning we're always on hand to ensure you're being well looked after

Access to discount vouchers with many high street brand

Eye care vouchers and money towards glasses should you require them for VDU purposes

We can search for permanent work whilst you're in assignments and offer expert interview support and advice

Weekly pay

Pension scheme option (with employer contributions)

28 days paid annual leave (Based on a weekly accrual)

Statutory Sick Pay in the unfortunate event you find yourself under the weather

Access to our assistance programme that provides free, confidential and independent advice on a range of issues including grief, stress and legal issues

Should you wish to pursue a different career path, we have several sister businesses which cover almost every sector and specialism

We're proud to say our consultants are experts in recruitment and are more than happy to discuss the benefits in more detail. Please contact your local Office Angels branch for further information.

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

[Apply Now](#)

Cross References and Citations:

1. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Restaurantjobsnearme
Jobs Glasgow Restaurantjobsnearme ↗
2. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Automationjobs Jobs
GlasgowAutomationjobs ↗
3. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR CleanerjobsnearmeJobs
GlasgowCleanerjobsnearme↗
4. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Czechiajobs Jobs Glasgow
Czechiajobs ↗
5. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Unitedarabemiratesjobs
Jobs Glasgow Unitedarabemiratesjobs↗
6. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Jakartajobs Jobs Glasgow
Jakartajobs ↗
7. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Federaljobs Jobs Glasgow
Federaljobs ↗
8. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR ItalyjobsJobs Glasgow
Italyjobs↗
9. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR Lisbonjobs Jobs Glasgow
Lisbonjobs ↗
10. TEMPORARY CUSTOMER SERVICE ADMINISTRATORResearchjobs Jobs Glasgow
Researchjobs ↗
11. TEMPORARY CUSTOMER SERVICE ADMINISTRATORZoologyjobsJobs Glasgow
Zoologyjobs↗
12. TEMPORARY CUSTOMER SERVICE ADMINISTRATORMexicojobs Jobs Glasgow
Mexicojobs ↗
13. TEMPORARY CUSTOMER SERVICE ADMINISTRATORPersonaltrainerjobs Jobs
GlasgowPersonaltrainerjobs ↗
14. TEMPORARY CUSTOMER SERVICE ADMINISTRATORJobdescriptionsample Jobs
GlasgowJobdescriptionsample ↗
15. TEMPORARY CUSTOMER SERVICE ADMINISTRATORServicemanagementjobs
Jobs Glasgow Servicemanagementjobs ↗
16. TEMPORARY CUSTOMER SERVICE ADMINISTRATORLatinamericajobscentral
Jobs Glasgow Latinamericajobscentral ↗
17. TEMPORARY CUSTOMER SERVICE ADMINISTRATORSouthafricajobs Jobs

[GlasgowSouthafricajobs ↗](#)

18. TEMPORARY CUSTOMER SERVICE ADMINISTRATOR[Newyorkcareerhub Jobs](#)

[GlasgowNewyorkcareerhub ↗](#)

19. Temporary customer service administrator Jobs Glasgow ↗

20. AMP Version of Temporary customer service administrator ↗

21. Temporary customer service administrator Glasgow Jobs ↗

22. Temporary customer service administrator Jobs Glasgow ↗

23. Temporary customer service administrator Job Search ↗

24. Temporary customer service administrator Search ↗

25. Temporary customer service administrator Find Jobs ↗

Source:<https://uk.expertini.com/jobs/job/temporary-customer-service-administrator-glasgow-office-angels-221440629/>

Generated on: 2024-05-01 by [Expertini.Com](#)