

Temporary Customer Service Administrator

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Company: Page Personnel

Location: Tyldesley

Category: other-general

This role is a fantastic opportunity for a Temporary Customer Service Administrator to provide outstanding service within the industrial / manufacturing industry in Tyldesley. The successful candidate should be customer-focused and have experience in handling various customer service related queries.

Client Details

The company is a market leader in the industrial / manufacturing sector, with a sizeable team of dedicated professionals. They strive to deliver high-quality products and maintain a strong reputation for efficiency and reliability.

Description

As a Temporary Customer Service Administrator you will:

Handling customer queries via telephone and email

Resolving issues efficiently and professionally

Providing product information to customers

Processing customer orders and returns

Maintaining customer records by updating account information

Working closely with other departments to ensure customer satisfaction

Contributing to team effort by accomplishing related results as needed

Maintaining a positive image of the company in all interactionsProfile

A successful Temporary Customer Service Administrator should have:

An understanding and knowledge of customer service principles and practices

Excellent communication skills, both written and verbal

Ability to handle stressful situations and remain calm

High level of accuracy and attention to detail

Good organisational skills and ability to multitask

Computer literacy and familiarity with CRM systemsJob Offer

In return, our client can offer:

Immediate start

Weekly pay

Mon - Fri working patterns

A supportive and inclusive work environment

Opportunities for professional growth within the industrial / manufacturing industry

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