

Temporary Customer Service Advisor

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Company: Conveyancing Direct

Location: Saint Leonards

Category: other-general

Temporary Customer Service Advisor We are looking for a highly motivated Customer Service Advisor to join our Customer Service Team based in Hastings on a 6 month Fixed Term Contract. Conveyancing Direct Ltd is one of the top 10 Conveyancing Companies in England and Wales and a leading provider of conveyancing in our local area. We are looking to recruit a Customer Service Advisor to join our busy team. This position would suit a person with a background of working in a same or similar environment or with some administration experience. You will be joining a rapidly expanding customer focused company which is dedicated to progressing not only the business but the people within it. Training and development; Career progression, including pay scales; 20 days holiday plus bank holidays; Death in service benefit; Company pension; Dress for your Day; Social Company events. Duties and responsibilities: Incoming and outgoing telephone calls – dealing with enquiries from estate agents, clients, solicitors, etc.; deal with any queries that arise and transfer calls to relevant staff; record all communications onto the case management system and alert the case handler to any messages by email. Providing quotes to requests received by phone, e-mails or post in a timely manner and by the method requested. Enter all quotes into the case management system. General Admin duties. Person Specification Previous experience in an office environment would be an advantage. Knowledge of Microsoft Office, especially Word, Excel and Outlook is essential. You will possess excellent communication skills and be able to get on with diverse personalities. You will have good time management, organisational, problem-solving and multi-tasking skills. You will be confident and able to work alone or as part of a team. Benefits Full training provided Casual dress Company events On-site parking Sick pay

Company Pension If your skills and experience fit the description above, and you would like to work in a challenging role within a progressive company, please apply with your CV. Conveyancing Direct are part of the Connells Group, one of the largest and most successful estate agency and property services providers in the UK. Founded in 1936 and with a network of over 1,250 branches, the Group combines residential sales and lettings expertise with a range of services including new homes, mortgage services, surveying, conveyancing and more! Connells Group UK is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. S&C00126

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