

Temporary Part Time Customer Service Administrator

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Company: SF Recruitment

Location: Sutton on Trent

Category: management

Temporary Part Time Customer Service Administrator- Immediate Start! 20 - 30hrs hrs per week

SF Recruitment is currently recruiting for a Temporary Customer Service Administrator for our client based in the outskirts of Newark.

The role is in the perfect location for candidates based in Newark, Tuxford, Ollerton and Sutton on Trent!

The candidate will need to be able to drive to be successful within applying for this role.

This is a temporary on going position.

Previous experience within a customer service/administration role is essential.

Responsibilities Include:

- Provide a professional, effective, and efficient customer service response to internal and external customers.
- Maintaining the relevant daily and monthly reports
- Data entry
- General admin ad hoc tasks within the department

- To support the opening of high volume incoming post from customers, ensuring it is accurately recorded and prepared for input onto the computer system.
- To scan incoming document batches, ensuring that organisational processes are followed to enable documents to proceed for processing.
- To publish, print and dispatch documents.
- To manage the preparation and franking of outgoing post, completing records as required.
- To maintain accurate and up to date records and provide data.
- To ensure the effective and efficient control of information and data in line with GDPR requirements
- To deliver excellent customer service to internal and external customers.

The ideal candidate will have:

- A self-motivated person, driven to get things done.
- Ability to work under own initiative with strong organisation skills.
- Brilliant communication skills and a great ability to translate plan into action.
- Proficiency of Microsoft Office.
- A 'can do' attitude and confident in multitasking.
- Effective time management skills with the ability to meet set deadlines.
- Attention to detail with the ability to analyse information.

Salary: £11.44 - £12.00 per hour

Working hours: 20 - 30 hours per week. You must be flexible on working patterns.

If you think you have the relevant experience and you are immediately available please apply online now!

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