



<https://crisprecruitment.co.uk/job/customer-service-administrator-immediate-start/>

Customer Service Administrator – IMMEDIATE START

Description

Our client is a family-run cosmetic distribution business, established over 20 years ago and growing year on year. They are recruiting for a Customer Services Administrator to add value to the seamless running of the order processing department amongst a wonderful team.

This is a fantastic opportunity that requires a caring and conscientious individual with a vibrant personality who prides themselves on their precision, building strong client relationships and representing their employer to a high standard.

Responsibilities

Responsibilities Include:

- Responding promptly and assisting with customer queries via email, phone and live chat
- Processing orders
- Set up and verification of new customer accounts
- Greeting visitors
- Maintaining customer database
- Recording details of enquiries
- Communicating with internal departments
- General office admin duties

Qualifications

Essential Requirements:

- Customer Services experience within an office based environment
- Basic mathematical skills and literacy in English
- Good communication skills – verbal and written
- Ability to prioritise workload and work to deadlines
- Great attention to detail
- Capable of working on own initiative and as an active member of a team

Crisp Recruitment Ltd are based in Hatfield working on behalf of our client.

Contacts

lisa.payne@crisprecruitment.co.uk

Hiring organization

Crisp Recruitment Ltd

Employment Type

Full-time

Beginning of employment

Immediate start

Job Location

St Albans

Working Hours

9am- 5.30pm Monday to Thursday
and 9am – 5pm on Fridays (2 day
Hybrid Working)

Base Salary

£ 24,000 - £ 26,000

Date posted

23 August 2022