

Customer Service Administrator (Maternity Cover)

Salary: Negotiable (depending on experience)

Hours: 37.5 per week

Cut off date: Friday 23 February 2018

Start date: Monday 5 March 2018 or as close to this date as possible

We are looking for an enthusiastic customer service administrator to cover maternity leave. This is an exciting opportunity to join a friendly professional customer service team within a warm and friendly office.

Your day to day duties will include, but are not limited to:

- Being responsible for providing administrative support for the day to day running of the office
- Answering incoming telephone calls
- Assisting callers with their enquiries or directing them to the appropriate colleague
- Sorting mail
- Scanning, filing and photocopying
- Taking bookings and data entry
- Any other general administrative duties as required by management

The ideal candidate will:

- Possess good IT skills
- Have good written and verbal communication skills
- Be polite with a good telephone manner
- Be able to deal with clients and colleagues at all levels
- Be organised and be able to prioritise their own workload
- Be pro-active, self-motivated and an organised
- Understand the need for confidentiality
- Be flexible attitude towards day to day tasks
- Be an effective team player
- Possess working knowledge of Excel and Word and Outlook
- Have a minimum grade C in English and Maths GCSE (or equivalent)

**Please forward your completed application form through to:
mandy@alpha-logic.com**