



VACANCY

Customer Service Administrator

We presently have a vacancy for a full time Customer Service Administrator. Working in our busy Customer Service Department, as part of a small team, the successful candidate must be computer literate with a great telephone manner, accurate data entry skills and the ability to communicate effectively with internal and external colleagues and customers.

Tasks include:-

- Receive and process calls from customers
- Enter information into required databases
- Liaise with and assign work to field engineers
- Process orders for spare parts and repairs
- Prepare invoicing, ensuring all support documentation is accurate and complete
- Other tasks typical of a busy customer service department

Starting date:- As soon as possible

Full Job Description available upon request.

CV's to careers@wessexlifts.co.uk

An Equal Opportunities Company