



Customer Service Administrator

North Yorkshire

Up to £21k +
excellent benefits

A fantastic opportunity has arisen for an outgoing, intelligent, confident and enthusiastic person to work as a Customer Services Administrator, in a dynamic, growing company based at offices in beautiful surroundings. My client is a well-established and successful company operating within the growth industry of environmental consultancy and compliance. You will be an integral part of the compliance team delivering a high level of customer service to existing customers (in line with the customer service policy) and ensuring a positive retention record is maintained. Your duties will include but not be limited to; Carrying out various administrative tasks in line with internal processes and procedures, supporting the sales team in the achieving company growth targets; manage and build relationships with existing customers; arrange and oversee delivery of waste collections; admin tasks; assist in preparing/delivering webinars; ensure content of assigned processes are relevant and up to date and are efficient and effective; provide legislative support to existing and prospect customers; undertake compliance reviews with customers (some at the customer's site); customer data. In order to be considered for this role you will be proficient with Microsoft Office and have a logical and methodical approach with an eye for detail. You will have strong communication skills and the ability to prioritise, multi-task and manage time effectively. At the very least you need to be outgoing and confident speaking with customers with a strong focus on customer service and finding building strong relationships easy. Previous experience in a customer facing role is required. You will work well in a team with a 'muck in' approach being flexible and highly resilient, being committed to growing with the business through a period of transformational change. You must have a strong work ethic working well under pressure with excellent organisational skills and the ability to meet deadlines. A UK driving license will be required in order to carry out on-site customer visits.

**For full details, please email a copy of your CV to
Rebecca@candovergreen.com quoting job ref: RB2480**

