



Customer Service Administrator

North Yorkshire

£up to 21k plus
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. Carrying out various administrative tasks in line with internal processes and procedures, supporting the sales team in the achieving company growth targets. The role will include but not limited to; Account manage and build relationships with existing customers; Arrange and oversee delivery of waste collections; Admin tasks associated with the above; Assistance 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 find 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

