

Customer Service

Level 2 Customer Service in Chelmsford

About the company:

Chartered Accountants and Business Advisors.

Job Description:

A fantastic opportunity has arisen for someone to join a fast-paced company specialising in Accountancy and Business Advice. The successful candidate will be part of the Administration Team ensuring the company continues to run smoothly from day to day.

Working week:

Monday-Friday 8.45am-5.15pm

Wage:

£4.00 per hour

Training:

The applicant will gain a range of customer service skills contributing to improved customer service delivery. As well as the full Level 2 Customer Service Standard.

Personal Qualities:

- Presentable
- Good telephone manner

Able to work on own initiative, be hardworking, responsible and self-motivated.