

Customer Service Apprentice Level 2 Customer Service in Romford

About the company:

Since 1960, we have been providing a professional service to London and the South East. Putting over 55 years of experience to good use, we help to evaluate the safest and most cost effective methods of cleaning your windows / commercial premises.

Job Description:

An excellent opportunity to join a friendly organisation in the Romford area. We are a small but busy team working in the service industry. Professional and supportive, this is a chance to gain a wide ranging administrative experience, for an enthusiastic, customer service focused individual.

Working week:

Monday to Friday: 8.00am to 5.00pm, 1 hour lunch (40 hours per week)

Total hours per week: 40.00

Wage:

£200.00 per week

Training:

Level 2 Customer Service Apprenticeship including 4 days.

Programme to include 20% off the job training

On the job training will be given to support specifics

Skills Required:

Excellent customer service and client relationship skills, communication, personal organisation and planning, as well as general administration capabilities. Plus, understanding how to contribute to a friendly team environment.

Personal Qualities:

Confident and mature attitude .Good telephone manner, friendly, well organised, keen to learn and contribute. Good communication skills, both spoken and written. Computer literate - knowledge of MS Word, Excel and Outlook.