

Customer Service Apprentice

Your responsibilities will encompass a range of customer-oriented tasks including:

- handling enquiries by telephone and email
- logging issues raised by clients on our system
- providing clients with information
- creating and following-up quotations
- any further administrative, customer service or sales tasks as required.

We expect a highly professional image to be portrayed at all times and for our clients to be dealt with promptly and courteously. We will expect you to gain a good understanding of our systems and our clients. We will provide you with the training and supervision required to ensure you deliver exceptional customer service on behalf of the company.

This is a permanent post that requires self-discipline, a customer-focused attitude, and an ability to work in a team as well as on your own.

Job Type: Full-time Monday to Friday 8.30am – 5pm

Based in our Bridgnorth Office

Salary: To be agreed

Please email your CV to elaine.porter@start-software.com