

# RME Consultants

<https://rmeconsultants.co.uk/job/temporary-customer-service-administrator/>

## Temporary Customer Service Administrator

### Description

RME Consultants are delighted to be working with a well-established business located in Abingdon, Oxfordshire who is seeking a Temporary Customer Service Administrator to join their team and support with contacting customers on a daily basis to assist with any queries they may have.

**Role:** Temporary Customer Service Administrator

**Hourly Rate:** £10.00 – £12.00 per hour

**Working hours:** Monday – Friday 9:00 – 5.00

**Contract:** Temporary

**Location:** Abingdon, Oxfordshire

**Main duties for Temporary Customer Service Administrator:**

- Contacting customers via telephone and email
- Updating company database
- Supporting the team with any ad hoc duties on a day to day basis

**Experience of Temporary Customer Service Administrator:**

- Experience in handling customer inquiries over the telephone and responding to emails efficiently
- Updating company databases
- Professional telephone manner
- Ability to work in a fast-paced environment

This role is to start immediately; please only apply if you are available immediately.

Contact Georgia on 07500 729537 for more information on this role!

Please note: Only candidates with the relevant skills and experience will be contacted regarding this position.

If you do not hear back from us within 5 days, you have unfortunately been unsuccessful in your application. Please continue to visit the website for other opportunities.

Please note that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, religion, colour, age, disability or sexual orientation.

Every candidate will be assessed only in accordance with their merits, qualifications, and abilities to perform the duties of the job.

### Hiring organization

RME Consultants

### Employment Type

Temporary, Full Time

### Beginning of employment

Immediately

### Industry

Commercial

### Job Location

Abingdon

### Base Salary

£ 10 - £ 12

### Date posted

May 12, 2021