

## Client Support Assistant

An exciting opportunity has arisen to join our Client Support team as a Client Support Administrator.

Cygnia Maintenance is the UK's largest provider of specialist signage maintenance and repair services, trusted to oversee the image protection of many well known retail clients.

THIS IS A **FULL TIME POSITION** (MON TO FRI 9.00AM TO 5.30PM), BASED AT OUR **HEAD OFFICE IN BROADSTAIRS, KENT**

**FULL TRAINING WILL BE PROVIDED**

**SALARY £19K PER ANNUM** DEPENDENT UPON EXPERIENCE

### Job description

The role will see the successful applicant covering many aspects of the client support function, including but not limited to:

- Answering incoming telephone calls from clients and suppliers
- Dealing with incoming email in a quick and proficient manner
- Raising new work requests on our system
- Updating job notes and relaying information to clients, by phone, email, or upload to websites.

The following skills would be beneficial to the role:

- Good telephone manner
- Good communicator, both with spoken and written word
- Computer literate
- Conscientious and hard working
- Possess a positive attitude to work.