

Part Time 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 PART TIME POSITION (3 HOURS EACH MORNING, MONDAY TO FRIDAY, TIMES TO BE AGREED), BASED AT OUR HEAD OFFICE IN BROADSTAIRS, KENT

FULL TRAINING WILL BE PROVIDED

SALARY 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:

- Providing clients with worksheets following site visits via email or upload to websites
- Updating websites with notes from recent visits/ relaying ETAs
- Providing weekly trackers (excel based spreadsheets) updating clients on weekly maintenance visits completed
- Updating client branch lists
- Data input (order numbers)
- Answering telephone (as back up only when necessary not main part of role).

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.