



Vacancy for a Customer Service & Energy Administrator at 5 Rings Group

Personal Attributes:

- Presentable
- Good timekeeping
- Conscientious
- Good telephone manner
- Good communication skills
- Enthusiastic
- Experience using Excel & Formulas (Not Vital)
- After initial training, we would hope this person would work on own initiative
- Enjoy the challenge and work passionately with an expanding company

Job Description:

- Mainly office based in Lancing
- Work alongside Customer Service & Energy Manager
- Learn Products and Services provided by 5rings Group
- Deal with incoming email enquiries from clients regarding their account
- Assist with product renewals
- Build strong relationships clients
- Full understanding of the Billing system
- Full Understanding of company CRM

For the right person, this would be an ideal opportunity to learn and prosper with an expanding telecoms company.

Contact Peter Raynsford on 0333 2200 555 or e-mail peter.raynsford@5ringsgroup.co.uk for more information.