

# Customer Service/Account Manager

Nottingham, NG7 & NG8

## The Company & Appointment

The Company is a Nottingham based business specialized in the development & Manufacture of food supplements and personal care products for customers in the UK and Overseas.

A fantastic opportunity to join a well-established and expanding health and beauty business. You will be part of an office team supporting our Manufacturing operation and liaising with trade customers in the UK and overseas.

Applicants should have good attention to detail and be able to apply themselves to multiple tasks at any one time, the ideal candidate would have a good standard of education, be a confident communicator and computer literate.

## The Post

### Main duties and responsibilities

- Processing of orders and key documents such as invoices and delivery notes.
- Supporting sales colleagues by phone and email.
- Communication with customers both verbally and electronically
- Attending customer meetings, exhibitions from time to time as required
- Inputting data and documents to the company IT system.
- Working with the Production Manager to identify and allocate resource.
- Working with procurement colleagues to manage production schedules

## The Person Specification

The employee should be able to demonstrate the qualifications, skills, experience and attributes listed below to be considered.

Skills, Qualities & Knowledge	Essential	Desirable
Maths Level 1	✓	
English Level 1	✓	
IT Level 1	✓	
Hold a minimum of 5 GCSE'S A to C		✓
Good communication skills – written and verbal	✓	
Organized and good attention to detail	✓	
Good time management	✓	
Able to work to deadlines and multi task	✓	
Able to deal with customers and visitors in a professional manner	✓	
Happy to work as part of a team	✓	

## Vacancy Summary

<b>Salary:</b>	Competitive Salary with bonus opportunities	<b>Location:</b>	NG7 5HF & NG8 4GP
<b>Hours per week:</b>	Full time	<b>Working pattern:</b>	Monday – Friday Flexible days possible

