

Full Job Description

You will deliver a proactive, friendly, and professional service to our prospective and existing clients and customers. The role will require the successful candidate to make calls to prospective and existing clients each day, booking appointments with them over the phone. This is a fantastic opportunity for the right person to become part of a fun and friendly team where you will be rewarded for your hard work.

Working hours:

Monday-Thurs 8.45-5.30

Friday – 8.45-5.00

Salary:

£18k-£21k plus commission

The Role:

Calling new and existing customers

Arranging, coordinating, and managing appointment bookings with customers for the team via telephone and email.

Ensuring all activities are processed accurately, quickly and in line with instructions.

Providing outstanding customer service.

Working towards SLAs to make sure deadlines are met.

Working closely with the sales team.

Managing customer communication and correspondence.

Building relationships with customers and colleagues.

You must have

Outstanding telesales skills

Ability to break down barriers and handle objections

Excellent work ethic

Committed, reliable, and flexible

Excellent telephone manner

Positive and `can-do attitude

You must be: -

Able to work in a fast-paced environment

Able to contribute to the team, focusing on the accomplishment of team goals

Computer literate i.e. good working knowledge of Microsoft Office application

Job Types: Full-time, Permanent