



Customer Support Administrator

The Company is recruiting for a Customer Support Administrator at our Odiham offices in Hampshire. This is a permanent, full time position working primarily in our Sales & Marketing department. Main duties include:

- Dealing with day-to-day enquiries concerning current contracts.
- Ensuring that the contract renewal system is maintained.
- Receiving and processing purchase orders.
- Assisting with mail-shots and despatching information to customers.
- Providing consistent, accurate, and timely support to customers and members of staff, e.g. electronic filing, and ensuring all forms of communication are answered accurately and efficiently.
- Carry out general and routine office duties as required, ensuring all required administrative functions are carried out in accordance with the relevant Company quality procedures and to advise the manager regarding any conflicting information or where new procedures may be required.

Additionally, may be required to provide administrative support in the Jet-Care Gas Path Analysis (GPA) part of the business.

A full job description is available on request.

We are looking for applicants who are enthusiastic, motivated, with a willingness to learn, who are able to use their initiative, and think independently. The successful candidate should:

- have multi task experience;
- be able to work in a team and be a good communicator at all levels;
- have a logical and methodical aptitude with a good standard of written and spoken English for customer liaison and preparation of written communication to them;
- be confident and accurate;
- have an outgoing personality;
- have a positive and constructive approach;
- have a professional, orderly nature;
- be PC literate and have experience and a good working knowledge of Microsoft Office including Word, Excel and Outlook;
- be accurate and comfortable in electronic file handling.

Knowledge of foreign languages although not essential, may be an advantage.

The 37½ hours per week, 7½ hours per day, will be worked Monday to Friday. Salary will be dependent on qualifications, skills, and experience.

You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking. Further details are available at www.spectro-oil.com.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.