**Job Spec**

**Title: Telesales Operative Day Shift (Part-time)**

**About the role:**

We are looking for a part-time Telesales Operative to join our busy team. Dedicated to delivering an exceptional level of customer care, your responsibilities will include:

* Pro-actively maintaining contact with our customers and clients over the phone
* Handling incoming calls
* Resolving customer enquiries
* Processing New Client administration
* Completing all sales and order administration

**About you:**

* Flexible approach with excellent customer service skills
* Strong IT skills
* Accuracy and attention to detail
* Strong written and verbal communication skills
* Clear communication skills with excellent telephone manner
* Adaptable with strong problem solving skills
* Enthusiastic and motivated to deliver excellence to our customers

This is a part-time position: 15 hours a week, 3 days over 7.

Own transport is required due to location and finishing times, as no public transport is available.