

Life 180 Money

Call Centre Administration Worker Job Description

Responsibilities

- To track incoming and outgoing post, take outgoing post to the post office
- To order stationary for the organisation
- Record call centre data using the daily tracker
- Update and email a weekly report to designated Dream Money Ltd introducers
- Cater for visitors

Experience/Qualifications Required

No experience necessary as training will be given. NVQ in Administration training is available in house.

Practical Skills

- Be able to use a personal computer in the workplace and have IT knowledge including data input and use of spreadsheets
- Good organisational skills with attention to detail
- Ability to work on own initiative
- Excellent verbal and written communication skills
- Excellent telephone manner
- To work within a team

Personal Specific

We require a mature individual with the ability to focus and remain motivated and be able to communicate well with a good understanding of IT.

You must be a team player.