

ADMINISTRATOR ROLE

General reception duties including Answering the phone and making outgoing calls to customers and suppliers.

Greeting visitors and answering any enquiries. Booking in appointments for our Sales/Fitters and general day to day filing.

This role is suitable for applicants with the following skills.

- Applicants must be reliable, polite and of helpful disposition.
- Possess excellent customer service skills.
- knowledge of all Microsoft applications such as Word, Excel and Outlook.
- Be organized and able to plan own workload around immediate tasks.
- Knowledge of the BlindMatrix system would be an advantage.

Please apply including your relevant details to:

jane@dealdirectblinds.co.uk