



Job Vacancy **CUSTOMER SERVICE ADMINISTRATOR**

Distinction Doors is a trade only supplier to the UK Door Fabrication industry. Distributing quality, cost effective and innovative entrance doors, glazing cassettes and triple glazed glass that are all built to stand the test of time. We are selective over who our suppliers and customers are, they must share the same values as Distinction Doors and our high standards for product quality, customer service and innovation.

A vacancy has arisen for a Customer Services Administrator within our Customer Service Team.

Reporting to the Customer Service Manager, the Customer Service Administrator will be responsible for developing strong relationships with external and internal customers, providing information to address sales enquiries and to resolve customer complaints.

The successful candidate will have previous experience working in a customer service role in a similar environment with a genuine interest in helping customers.

Qualifications & Experience:

- Strong customer focus and a commitment to providing a quality service
- Excellent communication skills with the ability to influence others
- Dealing with difficult customers
- Information processing and accuracy
- Attention to detail
- Can do attitude
- Good PC skills

What's on offer:

- 25 days holiday plus bank holidays
- Company pension scheme
- Health Shield cash plan following successful probation
- Salary £18,500

If you think you are our ideal candidate, please apply to our HR department, support@distinctiondoors.co.uk.