

'friendly, local service...**nationwide**'

People are our most **important** asset. That's why we are always looking for smart individuals with diverse backgrounds - people who like to **ask questions, solve problems** and **insist on providing a better service** to our customers.

Position: Help Desk Administration Assistant
Office: Bristol
Apply To: Lucy Turner and Jayne Williams
Closing Date for Applications: Until Position is Filled

Details:

We have a vacancy for the above position within our busy Bristol office.

The core duties of the role are to manage all aspects of the callout process and in addition complete a range of administrative tasks where required.

The duties will include but will not be limited to:

- Effectively managing a high volume of calls.
- Providing accurate, valid and complete information to clients and staff.
- Processing client callouts, inputting the details into our database and dispatching the calls.
- General helpdesk and administration duties.

It is essential to have a strong customer focus and an excellent telephone manner which is empathetic and considerate of the callers' needs.

- Full training will be provided for the database systems.
- The ability to work unsupervised and use ones initiative will be important.
- We offer a competitive salary and in addition a profit sharing scheme is available after a qualifying period.
- The hours are 8am to 5pm Monday to Sunday on a rota basis.

In return we offer:

- A competitive salary
- Participation in our profit pool sharing scheme after qualifying period
- Contributory Pension Scheme
- Eligibility for Private Health Care Scheme

Visit our website for further information www.jacksonlifts.com

Please apply via email to both:

Lucy Turner - Office Supervisor

E: lturner@jacksonlifts.com

Jayne Williams – Deputy Office Supervisor

E: jwilliams2@jacksonlifts.com

