



**JOB VACANCY**

## **Customer Support**

Fordingbridge, Hants, UK

### **Full time position**

This is an exciting opportunity to join a rapidly expanding business. You will be a key part of the Sales/Customer Support team ensuring that the requirements of our customers are fully understood and met

### **Main Duties**

- Manage customer accounts and be primary point of contact – liaise with and build up relationships with customers
- Develop an understanding of the supply chain requirements and communicate customers' needs to all departments to ensure customer needs are met
- Maintain specific information regarding daily operations of the company and keep the client updated
- Answering incoming telephone calls
- Attend customer visits and meetings

### **Candidate Desirable Attributes**

- Friendly and outgoing personality with excellent interpersonal skills
- Excellent phone manner
- Ability to work actively within a team
- Motivated and highly organised
- Computer literate with experience in using Excel
- A full driving license is required

**Please email your CV and covering letter to [personnel@corintech.com](mailto:personnel@corintech.com).**

**Non-smokers only**