

Marketing and Customer Services Administrator

TSI Turbo Service International have an exciting opportunity for an Administrator to join our well-established Engineering company based in Totton, Hampshire.

This is an exciting opportunity to join a growing team and will suit an individual who is professional, proactive and hardworking with the ability to support a fast paced yet friendly team.

Key Responsibilities:

Admin:

- Reception, telephone switchboard operation and handling/directing calls
- Message taking and distribution
- Meeting and greeting visitors
- Assisting with Sales order processing and back up to sales order processor as required
- Organising refreshments for office and meetings in the board room as required – Lunches/drinks etc...
- Franking letters in bulk and organising outgoing mail
- Scanning and photocopying along with any other ad-hoc duties as required
- Stationary ordering/monitoring/negotiation
- Booking travel where required (Tunnels/freight etc...)
- Supporting Office Manager with admin duties as required

Customer services:

- Sending out information flyers by email to customers on the company using a set database
- Updating our CRM system with information/customer data etc...
- Transmission of service report for logging and presenting feedback in spreadsheet /Questionnaire transmission

Company promotion:

- Updating our Facebook, Twitter, Linked In, and ad-hoc social media with approved news updates
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- Organising corporate gifts
- Assisting with event
- Advertising plans for the business setting for approval
- Producing Company news letters
- Updating company information on the website
- Managing our website news

Experience of working in an office for 5 years minimum is advantageous, however an excellent knowledge of Microsoft packages is essential for this role. You must have a professional telephone manner with the ability to work well within a close-knit team. A clean full UK drivers licence is essential.

Ideal candidate:

- Have excellent knowledge of Microsoft Office, i.e. excel, word, Outlook etc.
- Have a minimum of RSA Level II qualification
- Have good communication and organisational skills
- Be proactive, fast learner and show initiative
- Experience working within an office environment
- Have an excellent command of the English language both written and verbal
- Hold a full UK drivers Licence (desirable)
- Be confident with the ability to deal with individuals at all levels
- Have an excellent telephone manner
- Be highly organised and efficient
- Be polite, presentable and hardworking

If you are interested in applying to this exciting opportunity, then please contact us at recruitment@tsi.eu.com Addressing to Sarah Kay (Office Manager)

Interviews will be held as soon as possible with an immediate start.

Please note that due to an extremely high response we are unable to reply to all applicants directly.

Salary Will be provided upon request subject to experience with 21 days holiday