

Vacancy: Account Coordinator

Summary

We have an opportunity for someone to join Team 5 as an Account Coordinator. The position will be responsible for resolving any issues with designated customer accounts and to maintain strong relationships with key contacts to ensure customer satisfaction.

Duties

- Efficiently resolve complaints or escalated queries finding preferential outcomes.
- Receive enquiries for our products and services and convert into bookings.
- Maintain customer interaction on the CRM system.
- Proactively identify sales opportunities when speaking to customers.
- Accurately process and complete Purchase Orders.
- Ensuring accuracy when monitoring customers credit limits and creating quotations.

Ideal Person

Key behaviours and skills for success at Reconomy:

- Hungry for success, should that be developing your career or the success of your team.
- Teamwork, always helping colleagues whether they are sat next to you or in another department.
- Customer centric, strive for continually great customer service, internally and externally.
- Results focused, through satisfied customers or achieving KPI's.
- Organised and a proactive approach to a workload.
- Enjoy finding a way to solve a problem.
- GCSE C grade Maths and English or equivalent.

Salary: Competitive

Contract Type: Permanent, full time

Application: To apply for this position, please submit your CV and covering letter to the Head Office Recruitment Team – recruitment@reconomy.com

