



CUSTOMER SERVICES ADVISER

We have 2 vacancies for a 6 Month Fixed Term Contract
Possibility of Extending

Are you:

- Confident and experienced in dealing with customer calls and messages within a call centre or office environment?
- Passionate about providing excellent customer service?
- Professional, courteous and calm under pressure?
- Adept at producing high-quality written responses to customer enquiries?
- A level 3 qualification holder (A-level, level 3 NVQ or level 3 National Diploma)?

Would you like to:

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Develop specialist knowledge of education systems and support people hoping to fulfil their academic and occupational ambitions?
- Contribute positively to the movement of professionals and students into and out of the UK?

...then we would like to hear from you.

Who we are and what we do

Ecctis Limited is the UK national agency for information and expert advice on international qualifications and skills. The work is interesting and the atmosphere is lively, friendly, and supportive.

As a Customer Services Adviser, you will develop knowledge of overseas qualifications allowing you to advise individuals regarding the international qualifications recognition and comparison process. You will maintain professional and supportive enquiry services including telephone advice, messaging and live chat. In addition, you will conduct a varied range of administrative tasks.

Office Location: Cheltenham, Gloucestershire, UK

Starting Salary: £18,000

Benefits : 25 days annual leave in addition to statutory bank and public holidays. Company Pension scheme; the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service. Life assurance of 3 x basic salary for members of the pension scheme. Bupa Private Health Care Scheme with employee contribution Employee Assistance Programme to support employee health and wellbeing

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply : Email your CV and covering letter to recruitment@ecctis.com