



Job Description:

Service & Repair Customer Services (office based).

Simply Moving & Sleeping, Rosebery Street, Elland, HX5 0HT.

Duties Include:

- Answering inbound enquiries
- Outbound calls to clients
- Arranging jobs for engineers
- Creating quotations
- Ordering parts
- Sales orders and invoicing
- Promoting the company

Working Hours: Monday-Friday 9am-5pm 40 Hours Per Week

Salary £22k – £25k dependent on experience

About The Company:

Simply Moving & Sleeping is a family run company based in Elland, focussed on delivering medical supplies to the NHS, Local Authorities and Schools over the north of England. We pride ourselves on a fantastic working environment in a friendly, close knit team.

Skills Required:

- Be able to demonstrate excellent literacy and numeracy skills
- Computer literate
- Excellent telephone manner with good communication skills
- Attention to detail
- Adaptable / flexible
- Friendly and approachable
- Passionate about delivering excellent customer service
- Punctual

Full training will be provided.

Please send CV's with references FAO: Nathalie at info@simplymovingandsleeping.co.uk by **5pm Friday 21st June 2024.**

Any questions:

Call us: 01422 581234

Email us: info@simplymovingandsleeping.co.uk

