

Customer Service Advisor (Temporary Contract) - Guernsey

Amalgamated Facilities Management Ltd is currently recruiting for a **Customer Service Advisor** on a Temporary contract, to join our busy Customer service Team in Guernsey.

The Customer Service Team are at the heart of AFM. As the first point of contact for our clients, the team are customer service focused, managing our clients' needs in a calm and professional manner. Internally, they will provide administrative support to all areas of the Company.

The successful candidate will join an existing team of advisors

- Assisting in the planning and coordination of the reactive and planned works on our clients' portfolios in conjunction with the other team members
- Provide administrative support to all areas of the Company
- Populating and updating data on our own CAFM system, as well as 3rd parties own systems, in a timely manner to allow correct reporting for both AFM and their clients

This role would suit someone with a can do attitude who is looking for a varied role with a hands on approach. It is essential to have strong interpersonal and communication skills, attention to detail, be highly organised, be able to problem solve and have a strong sense of the importance of their function to the team.

Additional info for this role:

- This is a full time position (Monday – Friday 08:00 – 17:00)
- Due to the nature of the work the successful applicant will be required to undertake a full police disclosure.

If you would like to find out more information about this role, please contact our Human Resources team on 01481 252111 or forward your CV by email to: ***hr@amalgamatedfm.com***