

**Enquiry Ref No.**

1245936

**Company Name**

National Utilities Ltd

**Job Placement Title**

Kickstart - Administration Assistant

**Job Placement Summary**

Based in Waterloo to work for a company that provides a one stop service installing customer's gas, water, electricity services and meters.

**Responsibilities & Duties**

Professional handling of telephone calls and respond to enquiries from other organisations and staff at all levels. You will act as the initial point of contact for clients, customers and contractors enquiries, dealing with telephone calls, maintenance requests and routine correspondence. Contacting new and prospective clients. Will report to the office manager.

**Qualifications & Skills**

Excellent customer service skills. Must have excellent communication skills both written and verbal

**Working Hours**

Monday to Friday 9am-3pm

**How to Apply**

Please contact Helen Knowles on 07929769228 to arrange a Kickstart pre screening interview.

**Rate of pay**

National Minimum Wage for Age

**Comments**

Waterloo

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