



## Vacancy

### JOB TITLE

Network Services Administrator

### DEPARTMENT

Network Services

### LOCATION

Camberley, Surrey

### JOB BRIEF

Your role will be to order the correct services as laid out in the client contract and our internal sales documentation. You will do this via a variety of suppliers online ordering platforms. Updating and liaising with customers, resellers and staff regarding order process and fulfilment and record the activity in our Salesforce database. You will also be expected to handle customer queries and first line faults for newly installed circuits until they are bedded in. Previous experience in telecoms would be an advantage but it is not required as training will be given.

### REQUIREMENTS

- Excellent communication skills both written and verbal.
- PC literate, with an exposure to databases preferred.
- The ability to communicate effectively with management.
- The ability to work under pressure.
- The ability to work on your own and in a team.
- Fast learner.
- Excellent customer service skills.
- Proactive problem solving and customer ownership skills.
- Excellent organisational skills.

### FURTHER INFO AND TO APPLY:

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Network Services Manager

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