

Are you a true Kärcher type?

When things get tough,
I don't stay around

I approach every new task
with a sense of responsibility



The difference is you. Because exceptional solutions require exceptional people. We are looking for committed and self-motivated support for our Service department, based at our Banbury UK offices.

Service Office Administrator

Kärcher (U.K.) Ltd are looking for a **Service Office Administrator** who has the motivation and focus to provide first-class support to both our customers and field service engineers. You will be able to demonstrate, through previous experience, your resilience and ability to work under pressure, within a demanding environment. You will be a confident individual with excellent communication skills and strong customer centric values. Your passion and attention to detail will be a strong driver in your work.

The **Service Office Administrator** will be expected to show high levels of professionalism and be able to approach their work in a methodical manner. The key areas of responsibility for this role will be to provide cover for both areas of the Service Desk/Service Administration teams and to answer incoming calls from customers and field service engineers, log service call requests and schedule work for the service engineers, generate invoices and resolve invoice queries and to take payment for completed service work. Strong keyboard skills are essential with a good knowledge of Microsoft Outlook. Previous experience of CRM would be advantageous, although training will be provided.

We are looking for an enthusiastic and reliable individual, who will make a positive contribution to our team environment and the performance of Kärcher (U.K.) Ltd. We are able to offer a competitive benefits package, career development and the Company will be relocating to brand new, purpose-built premises during 2016, within Banbury.

This is a full-time position, Monday to Friday – 0830 hrs – 1700 hrs, with the flexibility to work outside the Company's core hours.

Please send your application, to include a CV and a covering letter, to recruitment@karcher.co.uk for the attention of **Jo Wheeler, HR Advisor** or call 01295 752162 for further details.



makes a difference