

Apprentice Service Administrator

Catchpoint (UK) Ltd are looking to recruit an Apprentice Service Administrator to join our busy, growing service team in Blackburn.

This role is an extremely busy and varied role helping and ensure the smooth running of the service department.

Role & Responsibilities

- Assisting with service co-ordination
- Arranging/scheduling routine maintenance visits with customers
- Inputting call information onto the company's systems
- Maintaining high levels of accuracy at all times
- Scanning and filing documents
- Working in accordance with Catchpoint's policies
- General day to day administration

The position offers:-

- Full time position 8.30am to 5pm, 1 hour for lunch (37.5 hour week)
- Holiday entitlement is 22 days per year plus bank holidays

To apply please forward your current Curriculum Vitae to Ben Birch - ben@catchpointuk.co.uk