

CUSTOMER SERVICE REPRESENTATIVE

KETTERING

We require a professional, dedicated and team-orientated person to work in our extremely busy Customer Services Department. The successful candidate will be required to provide an exceptional level of support to our Snap-on Franchisee network.

Objectives will include processing and administering all aspects of the Franchisee statement, posting payments, journal entries, reconciliations and queries. As such they will have extensive dealings with our Franchisee network and other internal customers.

The Customer Service Representative will possess excellent communication skills, both written and oral and have a high level of competency in ICT (Email, Word, Excel). The nature of our dynamic business will require an individual who has excellent interpersonal, organisational and administration skills. We require a 'team player' with strong core values, who is both passionate and flexible in their approach to work.

Ideally they will have had previous experience within an accounting or customer service environment and will have a grounded understanding of basic accounting and customer service principles. The position is full time, working 37.5 hours per week, Monday – Friday.

CV's/letters of application should be sent to the HR Department at employment@snapon.com

General Data Protection Regulations (GDPR) Compliance

The data you supply will be used so we later communicate with you appropriately. Please check our [PRIVACY POLICY](#) for information on how we store, protect and manage your submitted data.

