

## CLIENT RELATIONS

Omnia Outsourcing is a modern, forward-thinking organisation where the right person will have an exciting chance to be involved in our success and continued growth. We are looking for a highly organised person who can support our Service Delivery Manager with client relationships, internal administration, and face to face visits all across the UK.

Location – Theale, Reading.

Package, salary starting from £24,000, dependent on experience. Business laptop. After successful probation, life insurance and discretionary bonuses.

### The Role

We are looking for a highly professional and motivated individual, who is looking to progress their career in Client Relations/Account management. Tasks include, but not limited to, liaising with our clients, and always maintaining a high level of Customer Service, monitoring emails to ensure quick resolutions in line with our business Service Level Agreement's. Organising face to face visits, collating client updates each week to all clients to inform them of candidate progress and support with day-to-day administrative tasks.

### The Person

You will be professional, highly organised, with excellent communication skills. A background in Customer Service/account management would be desirable but not essential. You must be approachable, have a positive "can do" attitude, a team player, with a desire to learn and develop.

Send your CV to [Louise@omniaoutsourcing.com](mailto:Louise@omniaoutsourcing.com)