



Job Title: Service Delivery Agent
Ref No: SDD-VAR-1016
Location: Various Branches, Nationwide

More Information:

We are one of the UK's leading providers of accident assistance to non-fault accident victims. We provide a host of services to the UK's largest insurance companies, fleet operators and motor industry brand name's including claims handling facilities, accident management solutions and legal services.

As Service Delivery Agent you will be based in a busy branch office and spend your time providing general administrative support to ensure the office runs smoothly or delivering and collecting vehicles from customers.

This is a varied role, with a constantly changing workload. When out on the road, we expect you to be the public face of the business and deliver a great experience to your customers - from demonstrating the controls of the vehicle to answering questions and queries. If you are in the branch office you will work with the management team answering telephone calls, completing paperwork and updating customer records.

It is preferable that you will have previous experience in an administration or customer service role and practical experience of MS Office products such as Word and Excel. You must have a good knowledge of the local road network around the branch and ideally, we would like you to have experience in a similar role or be an IAM or ex-emergency services driver.

Whatever your background, we can provide you with the training you'll need to develop your skills with us, get the most out of your role and a work in a busy, enjoyable environment.

If successful you would be employed on a zero-hour contract, but on average, we'll look to offer you up to 45 hours per week, working between Monday to Saturday.

If this is the opportunity you've been looking for, apply today by submitting your CV!