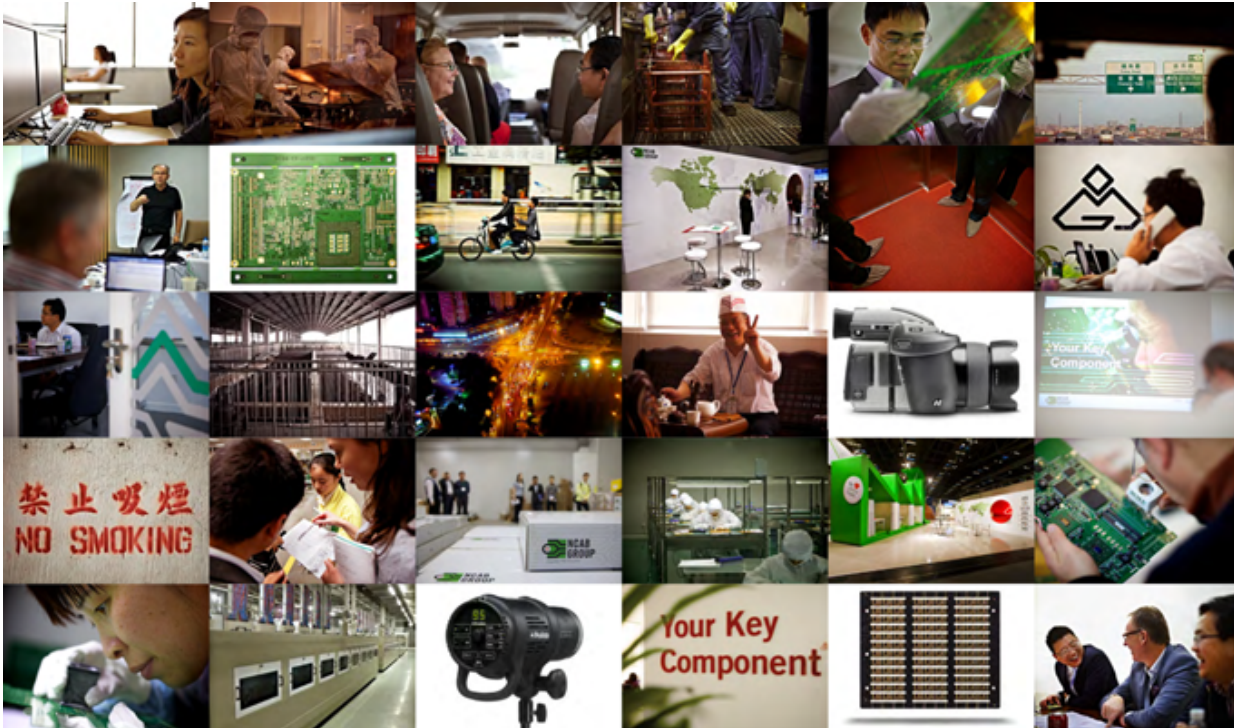


Join our team of specialists!



CSA – Customer Support Assistant – NCAB Group UK, Devizes Wiltshire

NCAB Group is one of the leading global PCB suppliers. The company was founded in 1993 and has companies in 14 countries in Europe and China and a turnover of 154(M)EUR.

Our products are mainly manufactured in China where we have an organisation for strategic purchase and Factory Management focusing on quality control and continuous development of our factories. The salary is dependent upon experience.

We live and work by Quality First, Strong Relationships, Full Responsibility and Environmental sustainability, all which are very important to us.

This permanent role has come about due to progressive growth and expansion of our company. The successful candidate will provide administration/internal sales support to a friendly Sales team.

Duties will include but are not limited to:

- Order Management - from generating purchase orders through to sales orders and delivery of goods, to be the main point of contact
- Quoting customers and following up quotes
- Liaise with customer on all aspects of the account management and coordinate and prioritise all customer enquiries

Working with KAM (Key Account Manager - Sales)

- Working with KAM's to maximise margins and review opportunities
- Assisted Customer visits

Required Experience & Qualifications:

- Strong commercial awareness
- Strong customer service skills
- Experience of working within a team
- Able to work under pressure in a very fast paced environment

Key Skills:

- The ability to work in a pressurised environment
- Excellent organisational and planning skills
- The ability to be trained on local management tools and bespoke systems
- The ability to work to tight deadlines
- Strong communication skills
- Strong work ethic
- A confident and professional telephone manner
- Timekeeping – critical

Job offers:

- Annual Salary £18K - £20K dependent on experience
- Pension (5% non - contributory)
- 25 days holiday plus statutory leave days
- Opportunities to progress
- Free parking
- Working hours:
 - Monday to Friday 8.30am – 5.30pm &
 - Fri 8.30am to 1.30pm

To apply

If you are a competent individual and would like to take on a challenging role within a fast paced Company - please contact Ann Harwood on 01380 736146 or e-mail ann.harwood@ncabgroup.com for further information.

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