



eXpd8 are currently recruiting for a new candidate to join our team. We are seeking an enthusiastic and customer-oriented telephonist, with previous experience in a similar role in the SMB/ Corporate Space.

The role will involve telephone cover for our busy IT Support Desk, whilst working with the wider support team and will take customer calls and emails & log them within our system.

At times, other admin functions also form part of this role.

The ideal candidate will have:

- Clear telephonic communication skills.
- Basic computer skills. Friendly helpful disposition.
- An ability to use initiative & empathise with clients is very important
- Professional certifications are desirable.
- Excellent communication skills.
- English fluency essential

This is a full-time position starting ASAP

To apply for this role please send your CV to recruitment@eXpd8.com and we will get in touch to arrange an interview.