



BUSINESS SERVICES ADMINISTRATOR VACANCY

Are you a resourceful team player with a high focus on providing an excellent standard of customer service who is keen to work in a friendly and dynamic environment for a successful, expanding organisation? Are you a highly organised, self motivated person with an excellent eye for detail, strong administration and Microsoft office skills; particularly word and excel; and the ability to assimilate new information quickly?

An exciting opportunity has arisen for a confident and proactive **Business Services Administrator** to join this successful farming cooperative providing administrative support and essential back up to the Business Services team covering the telecoms, electricity, water and renewables product areas.

Fram Farmers is one of the UK's largest farmer-owned input purchasing and crop marketing Groups for professional arable and livestock farmers. We exist solely to serve and represent our significant Membership base, our goal being to provide them with an unequalled service, together with the very best value for money for the purchasing and crop marketing activities which we undertake on their behalf.

You will be responsible for a variety of activities including:

- Assist with Member enquiries, acting as intermediary between member and utilities supplier on Issues/Complaints/Service levels
- Ensure members are kept up to date with developments on new or alternative products as they become available
- Manage CRM data accordingly
- Assist with the development of robust and competitive relationships with key utilities suppliers

To be considered for this position you will have a good standard of basic education coupled with an upbeat, can do attitude, a good telephone manner and have gained previous administration and customer service experience.

In return for your ability to multi task and remain calm under pressure you will be rewarded with a competitive salary depending on experience/knowledge plus benefits, whilst gaining the opportunity to work within a progressive, career focused environment as part of a lively, professional team.

Own transport is desirable due to location. If you believe you have the necessary skills and experience for this vacancy, please apply today!