

Customer Service Administrator

Overview:

We have an exciting opportunity for a full time Customer Service Administrator to work within our Demand and Deliver Team, based in Bournemouth.

Who we're looking for:

We are a business who put parents, consumers and customers at our heart. This is a great role where you will work alongside our Demand Planning and Supply Planning Teams, as well as our 3rd Party Logistics providers to ensure our customers' orders are processed efficiently, effectively and delivered on time and in full. Providing excellent customer service and communication with both our internal and external customers.

Must haves:

We work in a fast-moving environment with tight deadlines, so you need to be able to adapt quickly to changing requirements, able to communicate clearly and concisely as well as have a proven track record within a customer service / supply chain environment.

Experience with SAP S4 Hana in an FMCG environment is desirable, but SAP R3 ECC experience is highly beneficial. Advance knowledge of MS Excel as well as a clear proficiency in MS based business software is required. Your confident, communicative and instinctively-collaborative working style will bring the best out of you and your colleagues.

About Organix

We are a business who put parents & consumers at our heart. Sustainable and ethical practices are a key function of our business and as the interface with our customers and consumers you will be expected to have a clear understanding of Organix sustainability policies, plans and practices and communicate these with stakeholders, as well as support in the delivery of initiatives.

At Organix we are proud of our spirit and values. We believe this is enhanced by creating a diverse and inclusive environment where people are empowered and can use their experience and knowledge to make a positive difference to our business.

Organix is an equal opportunity employer. We do not discriminate based on race, colour, ethnicity, religion, marital status, age, physical or mental disability, pregnancy, gender, sexual orientation, gender identity or expression, or any other protected characteristic. All decisions are based on merit, competence, performance, and business needs.

Other info:

This is a full time role, based in our offices in central Bournemouth, Dorset. We offer a great working environment with lots of benefits. If you think this sounds like a great opportunity, we'd love to hear from you. Please send us your CV (including salary expectations) and a covering letter written in a style that you think is right for Organix. We'd also love to know what one key thing you would do if you got the job. If you have any questions or want to apply, please email us at jobs@organix.com.

