

## **Modern Apprentice - Customer Care**

Hadden Construction Ltd - Perth PH1

£10,431.20 per annum

Working 34 hours per week

Temporary contract for 16 months

Hadden Group is committed to providing learning opportunities for the people of Perth and Kinross and are looking to recruit a modern apprentice to join our customer care team.

The 16 month Modern Apprenticeship will provide you with vocational training, so you can earn while you learn and gain a recognised SVQ Level 2 Qualification in Customer Care.

Working with our Customer Care Manager, you will receive expert training to deliver exceptional customer service to our clients. Over the course of this apprenticeship you will gain and develop a range of transferable skills that will kick start your career.

Within the context of this training role, the Modern Apprentice will be trained in administration support tasks, such as customer interaction and engagement; word and excel processing; responding to customer queries over the phone and email, data handling and filing.

We are looking for candidates who are good at communicating, have an interest in customer care and a positive approach to work. You should also be able to work as part of a team.

The work is generally office-based at our Head Office in Aberuthven with attendance at prospective or active works as required.

Hadden Construction is an equal opportunities employer and is committed to developing people.

Applications close no later than **Monday, 19th March 2018**

A full Job Description is available on request.

Applications can be made via [www.indeed.co.uk](http://www.indeed.co.uk)