

JUNGLE IT

Careers at Jungle

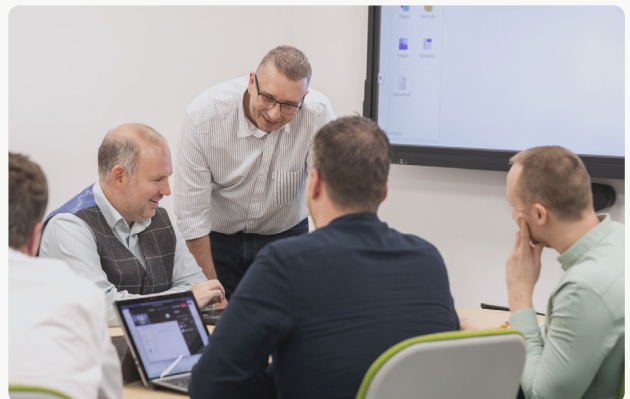
We're always looking for great people to help us create a world where business is always ready for the future.

We want everyone to feel like they're Jungle. We want people who believe that what they're doing is a more than a job, it's a vocation. 100% in to achieve the best and be the best. We help you get there. Great salaries, loads of perks and warm and friendly people. We're not geeks. We're just people who love working with other people in digital technologies and services.

Companies with high performing cultures and strong values thrive on change.

Our values weren't created they were uncovered and are continually nurtured. They are the roots of what our people already have in spades. Our values are just how we do things around here:

- ⚡ **Tenacity** – We are proud and passionate about what we do, which means we own the challenges and the solutions.
- 👂 **Follow the Listening Process** - We see that big opportunities are often hidden in small problems, so we talk everything through to get under the surface.
- ⚡ **Customer Innovation** – We know that the best answer doesn't always match their question, which means we go further to show them what's possible.
- 👍 **Positive Attitude** - We're optimistic about future success, which means keeping ourselves open to brilliant outcomes.



What you can expect from us

- ☀️ 25 Days Holiday
- 🏠 Company Pension
- 👤 Life Assurance
- 🛒 Perkbox Perks & Medical
- 🎓 Funded Training and personal development plan
- 💻 Technology pack, including laptop and home working equipment

JOB ROLE

Client Services Administrator

Hybrid Working Available

Leeds, LS18 4TJ

Full time, permanent position

£22,000 to £24,000 Dependent on experience
+ amazing benefits!

Applicants must be eligible to work in the UK

Your role

Here at Jungle IT, we are searching for dedicated and tenacious individuals, with a positive attitude and an innovative mindset. If you feel you fit this description, send your application our way!

About Jungle

Jungle IT is a forward-thinking company that specialises in providing and supporting a range of IT hardware, software and Cloud Based technologies - bringing clients a complete IT solution.

Often fun, often cheeky, we place value on our team members and clients alike – there are many opportunities for career progression and training with us!

Essential skills

- Strong attention to detail and organisational skills
- Excellent communication skills and telephone manner
- Be able to work independently and as part of a team
- Have previous experience in a similar role using a CRM system
- Experience of MS Office

Responsibilities

Due to significant growth, we are seeking a strong administrator to assist with the day-to-day administration of a busy team. Your role is to carry out or oversee the following responsibilities and tasks: -

- Raising purchase orders, and placing orders with suppliers
- Ensuring accurate information is recorded on the various CRM systems
- Maintaining and updating back order and shipping reports
- Invoicing dispatched orders
- Registering bids and deal registrations with vendors
- Liaising with customers and suppliers to raise return requests
- Administrating client device portfolio to customers' requirements
- Providing administration support to other departments as required
- Answering incoming calls and transferring callers to the correct department, as required.



Benefits

- Generous annual leave allowance (25 days per year plus bank holidays)
- Birthday leave and benefits
- Recognition awards
- Employee benefit platform
- Life insurance
- Pension
- Employee assist programme (including 24-hour GP service)
- Funded training and development
- Hybrid working arrangements
- Wellbeing ambassadors
- Casual dress