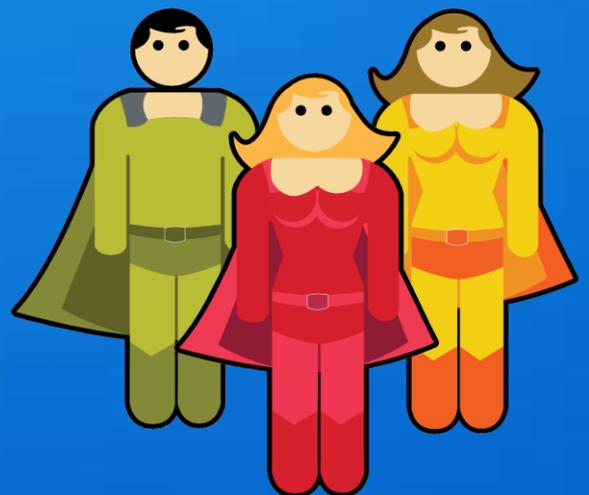




Job description for Call Answering Specialist





A little about the role

You'll spend your days talking to people on the phone - answering a wide range of telephone calls for many different businesses. You'll deal with a wide variety of tasks, from taking a quick message to resolving a complicated customer service issue. You'll do something different every day.

This role offers excellent career progression opportunities.

At your interview you'll need to show:

- Brilliant telephone manner
- Fantastic rapport building skills
- Great attitude and fantastic work ethic
- Great written English skills

Let's talk about you

You love talking to people on the phone, enjoy solving problems and thrive when you have to multi task. You want to go home each day feeling like you've actually achieved something and you like no two days to be the same.

A little about us

We answer telephone calls on behalf of entrepreneurs and business owners. They get on with running their businesses whilst we save them time by answering their calls, sorting customer service issues, taking messages and even taking orders and payments.

Our clients range from small business owners to successful entrepreneurs - in fact any busy person who doesn't have time to answer the phone. We're NOT a call centre - we're based in some very funky offices in the heart of Birmingham's trendy Jewellery Quarter.

Show me the money

In return for all the hard work we'll reward you with a good salary, great culture and fantastic things like chill out areas, free massages, regular nights out and free breakfast every day.

Make your next move

Don't miss out on your dream career – do what the little voice inside your head says and send your CV. Our selection process is tough – but we don't bite (promise!).

Email your CV to givemeajob@timeetc.com

P.S. We get loads of CVs, so if you write something interesting, clever or funny on your covering letter, we'll love you forever!

