



Ravago Chemicals UK Ltd.
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Vacancy Ravago Chemicals UK Customer Service Representative

**Full Time Permanent role
Competitive Package
Based in Barnsley, South Yorkshire**

Who we are

Ravago Chemicals UK are an established Chemical Distributor with expertise in providing chemical solutions to many different industry sectors such as surface coatings, adhesives, construction, personal care, household & industrial cleaning, etc. We are part of the global Ravago Group, and as a family company, we value the long-standing relationships we have with our suppliers, customers and colleagues.

Purpose of the role

Ravago Chemicals UK is looking for a Customer Service Representative with a broad and strong communication skill set. You will be the front-face of our business based at our new Everill Gate site and will work closely with both the UK business team and with the wider Ravago Group colleagues.

Requirements

- You are an excellent and clear communicator
- You have a keen-eye for accuracy
- You are level-headed, detail-oriented and can manage fluctuating workloads
- You have fluent spoken and written English language skills
- You have a good knowledge of the MS Office package
- You have wide IT skills and a tolerance to learn different processes and systems
- You are a proficient and flexible in prioritising tasks, even at short-notice
- You have optimal time management skills
- Ideally you have some knowledge of order processing
- Ideally you have some knowledge of HMC Custom import and export
- Ideally you have some valuable experience in a similar role



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Principal responsibilities

As a Customer Service Representative, you have the following responsibilities:-

Business Administration

- Representing the company in a professional and humble way
- Processing of customer sales orders
- Processing of purchase orders
- Dealing with website, e-mail and telephone enquiries
- Maintaining inventory data
- Communicate on daily basis with Ravago functions – finance, credit, supply chain, etc.
- Communicate clearly within the organization and to external customers and partners

Other responsibilities

- Support the business in other tasks and projects, where applicable
- Involvement at Ravago Group level where applicable

Skills and Experience

Successful completion of 3 “A level” subjects is the minimum requirement.
Previous experience in a similar role, would be a distinct advantage.

How to Apply

Please send CV to – jobs.uk@ravagochemicals.com

'Don't try to be
the best,
try to work with
the best.'



Raf Van Gorp, founder