



Customer Service Advisor – UK – Tunbridge Wells

We are looking for a bright, enthusiastic customer focused person who is motivated to work in a varied role as part of our fun, hardworking team based in Tunbridge Wells.

We supply vitamins & supplements and laboratory test kits to practitioners and patients worldwide. Simply Nature is part of Nordic Group who are driven by a powerful sense of purpose to help improve the health of individuals across the globe with the power of functional medicine and nutritional health.

We are looking for a highly motivated and organised person to work in our customer service team supporting our customers. Alongside general administration duties you will also assist the events and marketing team.

This role requires you to:

- Respond to general email queries from practitioners & patients
- Process orders for tests and supplements
- Answer the phone, online chat and respond to tasks
- Administrative tasks for our own training and webinars for practitioners
- Updating and adding products to our website
- Assist the marketing team where necessary

The successful applicant will:

- be a strong communicator
- be efficient, organised and able to multi-task and prioritise workload effectively
- have excellent attention to detail

- work well under pressure
- be a team player who is prepared to go that extra mile
- have good computer skills (essential)
- have a flexible attitude to enable growth and to meet the needs our customers

Benefits include Company pension, employee discount, daily healthy snacks and an in-house staff lunch once a week. We are a growing international company with many avenues for career progression.

Please apply by including your CV along with a covering letter detailing your relevant skills and experience and reasons for applying for this role to jobs@nordicgroup.eu