

<https://lingtonandbernie.com/job/customer-service-assistant/>

Customer Service Assistant

Description

We seek to hire a customer service assistant as the primary point of contact for a company's customers, helping with inquiries, resolving complaints, and providing information to ensure satisfaction.

Responsibilities

- Assist and manage current customer accounts.
- Deal with a high volume of inbound and outbound phone calls.
- Maintain relationships with other courier services and customers.
- Provide exceptional customer service to customers and couriers.
- Solve customer and courier problems and help resolve issues.
- Provide shipment quotes for customers and set up shipments as required by customers.
- Excellent multitasking skills within their workspace as well as computer software programs.

Qualifications

OND,NCE,HND

Experience

2 years Experience

Hiring organization

Lington & Bernie Consulting Limited

Employment Type

Full-time

Job Location

9A Omo Osagie, Ikoyi, Lagos State,
Nigeria

Date posted

September 17, 2025

Valid through

22.10.2025