



OSTEOTEC IRELAND LIMITED



#JOB-2422267



Providence House, Blanchardstown Corpo,
Dublin 15, D15 XPT9



No of positions : 1



Paid Position



37.5 hours per week



37000.00-42000.00 Euro Monthly



25/11/2025



23/12/2025

How to apply

Application Method :

Not available



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Customer Services Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Communications with customers and sales representative/sales agents.

Liaise with customers for booking of Loan and Consignment Sets and other orders

Processing of orders and loans for products using CRM/ERP.

Tracking of any Back Orders: Pricing Queries: Quotations.

Answer product and service questions; suggesting information about other products and services.

Open customer accounts by recording account information.

Maintain customer records by updating account information.

Prepare Invoices after despatch of orders.

File completed Customer Orders and records.

Assist with resolving of product or service problems by clarifying any customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Maintain financial accounts by processing customer adjustments.

Prepare product or service reports by collecting and analysing customer information.

Contribute to team effort by accomplishing related results as needed.

Assist with preparing orders within Warehouse environment ready for despatch to customers.

Ensure that all aspects of Quality Management System and QAPs are followed and contribute to continuous improvement plans via CAPA system

Learn other job roles within the company in order to assist during holiday and sickness periods.

Any other relevant, reasonable ad hoc duties that may be requested.

Experience in a regulated industry is preferred. Previous customer services experience is preferred.

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]