

Customer Service Assistant x 2
2 x 37 hr variable shift post, including weekends
£21189- £21575 pa
Fixed Term to 31/3/24

About the Job:

Do you have experience in a customer facing role, including excellent communication skills and able to deal politely and positively with a wide range of people and answering enquiries? If yes, we want to hear from you.

We have two exciting roles where you will provide a vibrant and high quality customer service by undertaking a wide range of duties in a proactive, friendly and positive manner. Provide information and support to users and ensure all Trust venues are safe, secure and well presented.

In this vital role, you'll undertake financial procedures including operating a till and banking procedures in accordance with the Trust's financial regulations. You'll also undertake clerical procedures including inputting data to maintain accurate records, taking into account Data Protection legislation.

These opportunities will be based across our museums and art centre sites on a variable shift rota and will include weekends.

About You:

This is a public facing role so you'll need to demonstrate your fluency in spoken and written English.

So if you have good customer service skills, as well as good ICT skills, with the ability to manage emails, use the internet and have a good working knowledge of Microsoft packages and able to work effectively as part of a team in a busy environment; we look forward to receiving your application.

Closing date: 15/5/23
Vacancy ID: