



Customer Service Assistant Leisure at Cheltenham

Salary: £8.45 per hour

We are looking for reliable, enthusiastic individuals who enjoy working as part of our team to provide exceptional standards of customer service in a busy and varied environment.

Reporting to the Sales Co-ordinator, the role will involve giving an exceptional welcome to all customers and proactively engage with customers on a regular basis, taking payment for activities, support the team with admin duties, stock and display merchandise, maximise sales of memberships and activities.

Previous customer service experience in a similar environment is desirable. A proactive, enthusiastic personality is essential.

Excellent communication, customer focus and organisation skills are required.

16 hour weekend only contract (8.00am -4.30pm Saturday and Sunday)

For an informal discussion about the role please contact Shelley Stevens – 01242 387412 / shelley.stevens@cheltenhamtrust.org.uk.

To apply for this role please send a copy of your CV and a covering letter to jobs@cheltenham.gov.uk and please quote reference CT213-2 after the post title.

Closing date: Sunday 24th February 2019

Interview date: To be confirmed

In order to comply with the Government's Baseline Personnel Security Standard (BPSS), applicants will be asked to provide proof of identity; nationality and immigration status; three years' employment or education history (if applicable) and, in some cases, verification of criminal record.