



First Choice

Housing Association Limited • Cymdeithas Tai

Dewis Cyntaf Cyf

CUSTOMER SERVICES ADVISOR

Job title:	Customer Service Advisor
Salary	SCP20 –SCP25 £20,031- £23,361 plus additional benefits and generous pension
Hours per week	35 hours per week with flexible working hours
Closing date	Closing Date 22/1/18 Shortlisting Date 23/1/18 Interviews 01/02/18

First Choice Housing Association is looking for a friendly and enthusiastic person to take on the role of Customer Services Advisor working as part of a close knit team. We are a developing organisation with excellent benefits and terms and conditions. We are a Gold IIP organisation and also hold the Gold Workplace Health Award.

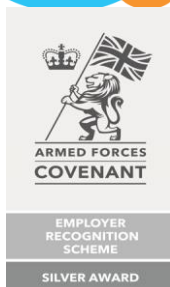
You will be required to maintain a comprehensive front line customer focused service to all callers and visitors to the association responding to customer requests.

Experience is preferred although not essential. Candidates must have good communication skills, be flexible, confident, have a positive attitude and be able to work on their own initiative as well as part of a team.

The post is subject to satisfactory references. If you wish to apply please download the full job pack at www.fcha.org.uk



Armed Forces Covenant



INVESTORS IN PEOPLE | Gold

