



Serving the communities of Giltbrook, Greasley, Moorgreen, Newthorpe & Watnall

Advertisement for the role of:

**1. Customer Services Assistant - Sports & Community Centre
16 hours per week (SC1)**

**2. Administration Assistant - Parish Office
15 hours per week (PO1)**

Salary Scale: SCP 9-13
Salary Range: £15375 - £16491 (Pro rata)

we will consider applications from suitable applicants who wish to be considered for both posts together. (SCPO2)

Please write on the Application Form which position you are applying for
Ref No SC1, PO1 or SCPO2

We are seeking enthusiastic and committed individuals to play a key role in providing comprehensive administrative/customer service support to the Parish Council based at the Greasley Sports & Community Centre.

Duties to include general administrative tasks, maintaining filing systems, paper based and electronic database, processing and recording reports, responding to queries from members of the public, customers and visitors to the Greasley Sports and Community Centre. To process orders/invoices, stationery, petty cash, stock control and also to provide assistance to the centre team in preparing facilities for customer usage. Cash handling and some basic financial accounting will also be required.

A flexible approach and the ability to adapt to a changing environment is essential, as are good written and oral communication skills, and the ability to maintain confidentiality.

A high level of customer service is required and teamwork plays a vital role as does the ability to work on your own initiative with enthusiasm and commitment to providing a quality service.

For more information or an informal discussion please contact the Centre Manager at Greasley Sports & Community Centre on 01773 760072 or via email at greasleycm@btconnect.com

Closing Date: 28th February 2018