



## **CUSTOMER SERVICES ADVISOR**

<b>Job title:</b>	Customer Service Advisor
<b>Salary</b>	SCP20 –SCP25 £21,466- £25,034 plus additional benefits and generous pension
<b>Hours per week</b>	35 hours per week with flexible working hours /flexitime/agile working
<b>Closing date</b>	Closing Date 16 <sup>th</sup> November 8am Shortlisting Date 16 <sup>th</sup> November Interviews 24 <sup>th</sup> November

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.

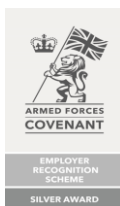
You will be required to maintain a comprehensive front line customer focused service to all callers and visitors to the association responding to customer requests.

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. We offer agile working but whilst we are working through the pandemic you will need to work from your home.

If you wish to apply please send CV and covering letter detailing how you meet the person specification .The full job pack can be found at [www.fcha.org.uk](http://www.fcha.org.uk)



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