

DO YOU HAVE WHAT IT TAKES?



VACANCY

- **Abbey Centre Part Time Customer Service Operative**
- Job Ref No: ABBEYCSD2018B
- Closing date for application: 21 September 2018, 2pm

- The role will include liaison with general public/retailers/contractors and all visitors to the scheme
- Processing of Abbey Centre gift card
- Processing of Ticketmaster sales
- Cash-handling
- Incident reporting
- Other duties as required

DUTIES

- Working hours will include late night cover in line with Centre's opening hours along with selective weekend hours
- Flexibility is required in order to cover staff holiday leave and extended late night trading hours at Christmas

HOURS

- IT literate
- Articulate
- Good social and numeracy skills
- (4) GCSE Grade C, including English Language & Maths
- Previous customer service experience not essential
- Full training will be provided

CANDIDATE

- Email The Monitoring Officer info@abbeycentreshopping.co.uk for an application form
- Enquire at the customer services desk
- Return to: The Monitoring Officer, Abbey Centre Management Suite, Longwood Road, N/abbey, BT37 9UH

APPLY