

**TEMPORARY CUSTOMER SERVICE ASSISTANT,
FRODSHAM TOWN COUNCIL**



Main duties

- Receiving and helping visitors to Castle Park House
- Directing and helping telephone callers
- Dealing with contractors at the house
- Managing the day to day maintenance of the building
- Carrying out routine office tasks for the Council and other tenants
- Booking meeting rooms
- Dealing with requests for hire of the premises, such as for weddings
- Managing the post arrangements for the building
- Working with local park staff and others with an interest in the building.
- Monitoring office supplies, reordering as necessary
- Other ad hoc office tasks as required.

Hours 9-5 (job share)

Salary:

Skills required;

- Good communication skills
- Good team player
- High levels of customer service
- Flexible approach
- Good basic computer skills
- Desirable: experience of working in a managed facility such as Castle Park