



Where students are at home.

WISH TO EMPLOY:

**AN APPRENTICE CUSTOMER SERVICE ASSISTANT**

£13,500.00 p/a

We are an established provider of quality student accommodation and are looking to recruit a Customer Service Assistant for our busy Leicester office.

You will be required to assist with the day to day running of the hall, deal with a wide variety of queries at the Reception counter, maintain administration records, general administration duties, accommodation inspections and collection of monies.

Applicants should be dedicated to customer service and possess excellent organisational, communication and computer skills. Training will be given on all the hall systems and equipment.

**CLOSING DATE FOR APPLICATIONS 7<sup>th</sup> AUGUST 2020**

To apply please download an application form from the Host website at: [www.host-students.com](http://www.host-students.com) and submit to the following address:

The Glassworks  
60 Newarke Street  
Leicester  
LE1 5AN

Or alternatively email completed application to: [theglassworks@host-students.com](mailto:theglassworks@host-students.com)

**The successful applicant will be subject to a DBS check**