



Where students are at home.

WISH TO EMPLOY:

## **A CUSTOMER SERVICE ASSISTANT**

£18,532.80

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

This is a 6-month fixed term contract which may be extended depending on business needs. The position is full time Wednesday - Sunday midday - 20:00

### **CLOSING DATE FOR APPLICATIONS 30<sup>th</sup> July 2021**

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

The Printworks  
Western Way  
Exeter  
EX1 2ZT

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

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