Vacancy – Customer Service Administrator Reprographics

Salary: £19261

Contract: Full Time 5 days a week

Required start: January 2023

Cirencester College is looking for a customer services administrator to work as part of our busy Reprographics department.

We are looking for an experienced customer service administrator with a passion for excellent customer service and the ability to deal with both Students and staff, confidence in cash handling is essential to the role.

In addition, they will be responsible for operating multi-functional devices, large format printer, laminator and other items of Reprographics equipment. In addition, you will be responsible for serving staff and students in the College stationary and working within the post room of the College.

Reporting directly to the Team Leader Reprographics, you will make a significant contribution to the students College experience. The role will involve considerable liaison with end users (staff and students), hence you will possess good communication skills and confidence in dealing with requests from staff, and students.

**Closing date for applications:**

PLESE APPLY NOW- This position will close once sufficient applications are received

Interview date: In December

Benefits Include: LGPS defined benefit pension scheme (including life assurance), sick pay scheme, Employee Assistance Programme, free on-site car parking, on- site fitness suite, Refectory and Cycle to Work Scheme.

**This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.**

**Cirencester College welcomes applications from all sectors of the community and is an equal opportunities employer.**