



WITTON LODGE COMMUNITY ASSOCIATION

WELCOME OFFICER – INDEPENDENT LIVING HUB

Up to £15,873 per annum - 37 hrs per week – Permanent

You will be providing a welcoming and efficient front of house office service at our Independent Living Hub at Sycamore Court during office hours 9 a.m. -5 p.m. Monday to Friday, including and not limited to:-

- Reception, day-to-day administration and office co-ordination duties
- Helpfully responding to tenant and resident queries & providing initial advice making appointments and signposting to other support services.
- Dealing with contractors, stakeholders and suppliers accessing Sycamore Court
- Supporting the delivery of independent living services and activities

If you love working in a neighbourhood setting and have what it takes, request an application pack from Kay Blundell on 0121 382 1930 or kay.blundell@wittonlodge.org.uk

You're welcome to contact us with any initial questions about the role (no agencies).

CLOSING DATE FOR APPLICATIONS: MONDAY 26/02/2018 @ 5:00 P.M.