



YMCA EXETER

WE'RE RECRUITING!

Customer Service and Administration Officer, **£18,525 per annum, Full Time (37.5 Hours per week), 33 days annual leave & health plan.**

We are looking for a Customer Service and Administration Officer to work alongside the Customer Service Coordinator in being the initial first point of contact for enquiries to YMCA Exeter from service users, stakeholders and partner organisations, and to provide administrative support to the Customer Service Coordinator and the Core Services Team to maximise their effectiveness.

As a Christian organisation, we are inspired and motivated by our faith in Jesus Christ and the hope and love he has given us. The successful candidate will be a committed Christian, able to fully support and promote the ethos of YMCA Exeter and actively take part in the spiritual mission of our work.

In this role, duties can involve; data entry, Record keeping, assisting with the maintaining of Rent accounts, Social Media and assisting people in accessing our wide range of services. This role is pivotal in ensuring our service users, stakeholders and partners receive the best possible first impression of the charity and operates during normal office working hours. We provide training and support to help you develop your expertise and this role is subject to an enhanced DBS Check.

If you would like to know more about the role, we welcome you to contact us for a chat and a tour around one of our projects (although you may have a YMCA employee in your church you can speak to!).

For further information and an application pack (**No CVs please**), contact us by emailing office@ymcaexeter.org.uk or download a pack from our website at www.ymcaexeter.org.uk

Closing date for applications is 9am on Monday 17th May 2021