



www.papworthtrust.org.uk



Customer Support Assistant

Salary	£13,384.8 (£22,308 pro rata)
Location	Papworth Everard
Full/Part Time	Part Time
Total Weekly Hours	22.5

About us:

We are a leading disability charity based in Cambridgeshire and delivering a range of services to our customers across the east of England.

Key description of the role:

We are looking for a Customer Support Assistant to join our Property Maintenance Team. You will provide a helpful, friendly and efficient service to our customers and stakeholders by responding to queries, and liaising with our tenants and contractors.

The Ideal Candidate:

This role requires strong organisational skills and the ability to communicate effectively with customers and stakeholders.

What you'll get in return:

- 25 days holiday plus bank holidays
- Inclusive employee assistance and wellbeing support
- Company sick pay
- Pension scheme
- Opportunities to recognise and be recognised and rewarded with our Values in Practice reward and recognition scheme
- Cycle to Work scheme
- The chance to have your voice heard as part of our employee forum and colleague experience group

Interested? You can find out more about the Papworth Trust, our values and what we do here [Papworth Trust - Home](#). If you would like to have an informal chat about the role please contact Damian King on 01480 357219 we'd love to hear from you. To apply please see your CV to Damian.King@papworthtrust.org.uk.

We are a Disability Confident employer, and welcome applications from disabled candidates. If you would like support to apply, please contact the People Services Team on 01480 357200 or email hr.administration@papworthtrust.org.uk and we will be happy to help. If you wish to apply through the Disability Confident scheme, please complete the application form on our website. <https://www.papworthtrust.org.uk/jobs-and-volunteering/disability-confident-app>

Please be aware that a DBS check is required for this role and will be only carried out following an offer of employment to the successful candidate.