



Crowborough Town Council

CUSTOMER SERVICES OFFICER

37 hours per week

**THIS POST CAN BE CONSIDERED EITHER ON A
FULL TIME BASIS OR AS A JOB SHARE**

Salary: £22,212 - £24,472

Applications are invited for the post of Customer Services Officer. Applicants will be expected to have excellent communication and ICT skills to undertake a full range of customer services including telephone enquiries, reception duties and website management. The post also involves burials management and compliance. Some evening work is required.

If you can demonstrate the necessary skills, experience and enthusiasm required for this position, please contact the Town Hall on 01892 652907 or info@crowboroughtowncouncil.gov.uk for an application pack or further details.

The deadline for receipt of applications for this post is Thursday 22nd January at 4pm. Interviews to be held on Tuesday 3rd February.