**Front of House Administrator – Bank Staff**

**Salary £8.59 per hour**

**Chester, Macclesfield & Northwich**

**Looking for a flexible, rewarding, interesting & varied role?**

We require a professional and approachable individual with a “can-do” attitude & high level of initiative. This is an interesting and challenging role providing cover for the Front of House Administrator for sickness, holidays & training days, providing first line support to the Operations/Social Care team in taking referrals, offering advice & signposting clients by phone, email, SMS & face-to-face, using in house referral system ‘Charitylog’.

In addition to providing information, advice & guidance on DSN’s services, you will be supporting our Technology Centre, Positive Hearing Ltd.

You will join a team of experienced Front of House Administrators, based at offices in Northwich, Macclesfield & Chester. You will have excellent English, telephone and IT skills, along with good communication skills (knowledge of British Sign Language at any level would be a positive bonus).

This is an interesting & challenging role where no 2 days are ever the same!

Whether this is your first step into this sector, or you have prior experience, you will be fully supported by an excellent programme of continuous training and development; allowing you to truly shine in your role! In return we offer a range of benefits including:

**252hrs per annum holiday inc. Bank Holidays, Company Sick Pay, Contributory pension scheme\*, Training & Development Opportunities, Cycle to Work Scheme\*, Gym Membership\* & more! (\* subject to qualifying criteria).**



We are an equal opportunities employer working to attract the best talent from diverse backgrounds to enhance our specialised team. For further details on our values or to request the advert/job description in any other format, please visit <https://www.vercida.com/uk/employers/deafness-support-network>

To apply, please complete the online application form at <https://dsnonline.co.uk/about-dsn/careers/>

This role is subject to receipt of satisfactory references and completion of an enhanced DBS disclosure.

**Please note you will receive an invitation by email if you have been shortlisted to attend an interview.**