



# Customer Services and Administration Assistant/s

**Full-Time – 35 hours per week – Monday to Friday**

**Salary - £27,466 p.a.**

Or

**Job Share - 2 Posts x 21 hours per week - Monday to Wednesday and Wednesday to Friday**

**Salary - £13,733 p.a.**

Or

**Other options for Part-Time Working could be explored**

**Salary - £27,466 p.a. pro-rata dependent on hours of work**

**Base of Work – The Minto Centre, Westfield, Workington**

We are looking to recruit either a full-time or two part-time Customer Service and Administration Assistants (job share) to join our small friendly team at Westfield Housing, based in Workington.

You will need to have excellent verbal, written communication and inter-personal skills as the important first point of contact for our customers and other individuals.

You will also need to have excellent administration skills, good attention to detail, are organised, computer literate and able to work effectively as part of a small team.

Previous experience working in a Customer Service environment is essential.

Knowledge/previous experience of working in social housing is desirable.

For the recruitment pack and further information about how to apply please visit our website **[www.westfieldha.org.uk](http://www.westfieldha.org.uk)**

For further information on the role please contact  
Debbie Fox, Acting CEO on 01900 602906.

Closing date for applications: **Sunday 10<sup>th</sup> August 2025**

Interview date: **Wednesday 20<sup>th</sup> August 2025**

