



Customer Services & Administration Assistant

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

Salary - £28,785 p.a.

Base of Work – The Minto Centre, Westfield, Workington

Due to an internal promotion, an exciting opportunity has arisen for a full-time Customer Services and Administration Assistant 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, be 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 the Jobs Page of our website www.westfieldha.org.uk

Closing date for applications: **Tuesday 29th September 2026**
Interview date: **Monday 12th October 2026**

