

Business Support Assistant

Head Office Galashiels

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- £9.69 per hour (Grade 1)
 - 35 hours per week

Job Ref: 0628

Be part of the team responsible for the day-to-day business support of Live Borders

You will be educated to a good level and have experience of working in a fast paced environment. You will be customer focused and self motivated, with the ability to work proactively using your initiative. Main duties include answering and dealing with customer telephone and email enquiries, taking bookings for our venues and activity programmes and providing general business support, ensuring an all round excellent customer experience internally and externally.

We are committed to fair pay, and offer generous annual leave, as well as a number of other staff benefits. To find out more please see <https://www.liveborders.org.uk/get-involved/jobs/>

Closing date – Sunday 16 January 2022
Interviews: w/b 24 January 2022

At the heart of charity Live Borders is a commitment to our communities being healthier, happier and stronger.