



Adviza aims to raise people's aspirations and motivate them to achieve their full potential. It is a large, vibrant and innovative charity working to help, encourage and support individuals to make the best of their lives, overcome barriers to their progression in learning and work, and make informed and rewarding decisions about employment and education.

**Administrator, Client Services**  
**Salary range from £15,796 to £19,065**

Shift Pattern Mon-Fri 12:30 to 20:00, based in Bracknell Town Centre (home based temporarily). Will work 1 Saturday every 8 weeks and receive the following Wednesday as leave.

We are looking for an individual with excellent communication skills who is computer literate to work within our office in the centre of Bracknell. In this role you will be dealing with clients on the telephone, arranging appointments with them and asking for feedback on the service we provide. You will need to have a strong understanding of outlook in particularly diary bookings. You will be responsible for updating our database and ensuring that records are accurate and actions are progressed to the relevant person. You will also perform other admin tasks to support the Contact Centre Team.

If you have strong customer service and admin skills and think you would like to work within this friendly hard working team

...we think you would fit in here and would love to hear from you

Working for Adviza you will receive a competitive salary, 25 days' annual leave (pro rata) rising to 30 days after 5 years, access to an excellent contributory pension scheme.

For further details of the posts we have available and how to apply, please visit the Adviza website ([adviza.org.uk](http://adviza.org.uk)) and click on the 'work for us' section. The closing date for applications will be Midday on Friday 20<sup>th</sup> November 2020. Interviews will be held via Zoom.

For an informal chat about the roles and working for Adviza, please contact Clare Blaze, National Careers Helpline Service Team Leader Mob: 07747476750 Direct: 03330062966

Adviza is committed to safeguarding and appointments are subject to enhanced DBS checks. Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every disabled candidate who meets the minimum criteria will be offered an interview.