

# We're looking for Central Services Co-ordinators

## As a Central Services Co-ordinator you'll:

- Produce and redraft correspondence to be sent out to our customers, including bulk mail-out exercises
- Provide administrative support to teams across the business ensuring work is completed within set timescales and to a high professional standard
- Attend meetings and minute as necessary, including travelling to our other offices
- Welcome visitors to our head office reception, greeting in person or over the telephone
- Prepare all outgoing post for collection and ensure incoming post is sorted and actioned for group wide employees

## Salary range

£18,996 - £23,745 per annum

## Location

Crossways Business Park, Dartford

## Hours of work

35 hours per week, Monday to Friday. Core hours are 8am to 6pm - a variety of shifts will be worked.

## Annual leave entitlement

26 days per annum plus bank holidays, plus half day birthday leave.

## Benefits

- Generous annual leave entitlement with the flexibility to buy and sell more annual leave
- Pension scheme and life assurance
- A culture of internal development
- Health and wellbeing including an employee assistance programme and a selection of optional initiatives.

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Our Central Services team is integral to the great work that Moat does to end housing need.

I am proud to manage a team that is so passionate about providing first-class service to both our internal and external customers. We deliver efficient and proactive support, working with different departments across the business. Working within our team offers a fantastic foundation for a career in housing.

We are currently looking for experienced administrators to join our hardworking and friendly team. You will have great organisation skills, be efficient in administrative tasks, the ability to prioritise tasks and confidence in communicating with customers and colleagues. Whilst knowledge of the social housing sector would be useful, it's not essential as we will equip you with the training and knowledge you need. If you are looking for a change of career from another industry or are interested in joining our amazing team at Moat, we would love to hear from you!

Nicola Thompson  
Central Services Manager



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Each day the team rotate on tasks which means the role is extremely varied. Our team get on really well, everyone's friendly and willing to help.

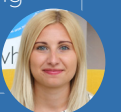
Ruth Central Services Co-ordinator



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No two days are ever the same and there is always lots to learn. You should apply to join us if you enjoy being busy! You'll have opportunities to attend volunteering days and we love a team building day out!

Lucie Central Services Co-ordinator



**Want to apply?** If so, visit: [moat.co.uk/careers](https://moat.co.uk/careers) and click 'current vacancies'  
Applications close on Monday 16 March 2020.