

Conference and Support Services Assistant

Location: Missenden Abbey

Salary: £16,000 per annum

Missenden Abbey is looking for a professional Conference and Support Services assistant to join their customer service focused team. The position requires a large amount of flexibility and will include working early mornings, evenings and weekends on a shift rota.

The successful candidate will have a genuine passion for delivering high level of customer service. You will have previous experience in the hospitality environment and knowledge of technical and conference systems. Working well on your own initiative, excellent time management and interpersonal skills, you will be very comfortable making decisions in a fast-moving and challenging environment.

In return we offer generous staff entitlements including excellent development opportunities, good holiday entitlement and pension scheme.

If you believe you can meet the requirements for this role and would like to become part of this successful team please complete the application form.

For informal discussions please contact Paul Graham, IT and Conference Services Supervisor on email: paul.graham@missendenabbey.ltd.uk or call: 01494 866811.

All applicants must complete a full application form, CVs will not be accepted. To apply please follow the appropriate link <https://jobs.bucks.ac.uk/vacancy/conference-and-support-services-assistant-402719.html>

Closing Date: Friday 15th December

Please note that if you do not have permission to work in the UK, Bucks New University will not be able to obtain a Certificate of Sponsorship for you to take up this position. All non EU/EAA candidates must have valid immigration status and/or a UK visa valid for the duration of the contract in order to be considered for this appointment.

Bucks New University is a Disability Confident employer and as such you will be given the opportunity to declare a disability as part of the application process.