

Northampton Town Centre BID – Customer Service Host

Job Description

Northampton Town Centre BID is the Business Improvement District company.

We are recruiting for a Customer Service Host whose main focus will be to engage with the businesses in Northampton Town Centre and work together with them in order to promote the area and become engaged in BID Projects.

The role will entail

- Helping to promote the area, to welcome visitors and provide support for the implementation of events and animation in the streets and open spaces
- Support businesses in tackling and communication issues which affect their business on a day to day basis
- Work closely with the Police and other agencies in tackling antisocial behaviour and crime issues which impact upon the visitor experience

The majority of the work will involving working out of doors in all weather. The post will also involve some administrative duties

The successful applicant requires

excellent verbal and written English communication skills

knowledge and experience of Microsoft Word and Excel,

friendly, outgoing and approachable personality with the ability to develop and maintain relationships with a wide range of people.

You will be a good team worker, able to work with your initiative, self-motivated and with the ability to plan their own workload.

It would be beneficial to be local to Northampton and have an understanding of the town and its town centre.

Northampton
TOWN CENTRE **BID**
For the businesses by the businesses

Job Type: Full-time Hours are generally between 8am and 6pm. Some weekend working is required. The role is an initial contract up to December 2020 .

Salary: circa £17000

To apply please contact info@northamptonbid.co.uk including a CV and a covering letter

Closing date Monday 25 March 2019