



Come on board and put passenger safety first!

London TravelWatch is the official watchdog for transport users in and around the capital. We champion the interests of passengers through representation, consultation, investigation and monitoring and by taking every opportunity to press for a better travel experience for all.

Corporate Services Co-ordinator
£29,052 p.a.

Fixed term contract: Initially 9 months maternity leave cover
Generous leave allowance + season ticket loan + pension

We are looking for an enthusiastic person with extensive experience of office administration, work co-ordination and excellent customer service to help us provide the best possible service to the public and to ensure the smooth running of the office.

Your primary role will be to deliver comprehensive and efficient business support and customer service across the organisation. Confident in using IT systems and able to manage a range of administration requirements, you will have excellent communication skills and be able to work independently.

Keen to provide a good service, you will bring fresh thinking and new ideas to the role, using best practice to set and develop service standards for the organisation.

Whilst a broad understanding of using public transport in and around London is desirable, applications are welcomed from all candidates with the right skills and experience.

To apply, please visit our website: http://www.londontravelwatch.org.uk/our_work/vacancies or email vacancies@londontravelwatch.org.uk alternatively, telephone 020 3176 2999 or write to Renee Marah, Corporate Support Apprentice, London TravelWatch, 169 Union Street, London, SE1 0LL, quoting job reference CSC/LTW. (Please note we will not accept CV's - only completed application forms will be considered).

Closing date for all applications: 14/04/17 (5:00 p.m.)
Interviews Tuesday 25/04/17

We welcome applications from all sections of London's diverse community

