

WORK > < SPACE

managed by  TEDCO

The Tyneside Economic Development Company Limited (TEDCO)

TEDCO, one of the country's leading enterprise agencies, is seeking to recruit a committed and enthusiastic Maintenance Officer and Customer Service Advisers to be based at the new flagship 'Berwick WorkSpace' business incubation centre, in the heart of Berwick upon Tweed.

Maintenance Officer

Salary £10,500 pro rata
(27.5 hrs per week)

The successful applicant will be expected to make a significant contribution to the maintenance and improvement of our equipment, building and estate. Excellent interpersonal skills are essential for this role, as is a sound knowledge of facilities and maintenance tasks.

The hours of work are 8.00am – 1.30pm, Monday to Friday, but with a degree of flexibility required. Access to own transport is an advantage.

Customer Service Advisers

Salary £11,500 pro rata
(2 positions available - 27.5 hrs per week)

We are seeking experienced, dynamic professionals with exceptional customer care skills and the determination to 'go the extra mile' in support of customer needs. You must have excellent interpersonal and IT skills, together with a positive attitude towards enterprise. The role will provide variety and challenge for the right candidates.

The hours of work are 8.00am – 1.30pm or 12.30pm – 6.00pm, Monday to Friday, but with a degree of flexibility required.

TEDCO is an equal opportunities employer

The closing date for applications is Friday 7th March 2008. Application forms and job descriptions for both positions are available from TEDCO on (0191) 519 7202 or email: berwick@tedco.org

TEDCO, TEDCO Business Centre, Viking Industrial Park, Jarrow,
Tyne & Wear, NE32 3DT



www.tedco.org

