



**Unity Enterprise provides managed work space and support facilities for inner-city enterprise and voluntary sector organisations across Leeds. As a not for profit organisation, we provide the tools needed to encourage confidence, growth and development.**

**Unity Enterprise manages 3 business centres within Leeds.**

## Unity Enterprise Coordinator

£18,330 to £21,390

### **PREVIOUS APPLICANTS NEED NOT APPLY**

We are looking for a person with a commitment to service delivery. The role is predominately lone working, however the right candidate will be an excellent team player.

You must be flexible, have a positive attitude towards customers and a willingness to provide the best possible service to a wide range of customers across any of our site locations.

#### Requirements:

- Experience of a customer facing/front line role
- Experience of dealing with governance procedures
- Experience of payment processing
- Knowledge of computer based packages including word and excel
- Experience of liaising with contractors, customers and visitors in a busy reception environment
- Excellent communication skills

**Application forms and additional information must be sourced from the uha website in the first instance**

**uha@unityha.co.uk - employment**

For paper copies only please email [ann.foster@unityha.co.uk](mailto:ann.foster@unityha.co.uk)

**The closing date for applications is Friday 12 October 2018**

**Unity welcomes applications from all sections of the community**