

Customer Service Advisor

Permanent, Full-Time (35 hours per week)

Working Hours: Monday to Friday 8.15am to 4.00pm, with some flexibility required at times.

£27,899 per annum

Working as a committed member of the Student Services team you will provide a broad range of customer focused support and administrative services to College Departments and Curriculum Teams including a customer focused visitor reception and telephone service.

The main duties of this role include: reception and switchboard duties; providing a reprographics, scanning and binding service and producing documents for individuals / departments using Microsoft Office packages.

The successful candidate must have a broad range of customer service and administrative services, reception, switchboard and word processing experience with the ability to use a switchboard and carry out general reception duties.

To apply please download the job details and Staff Application Form from our website.

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Tuesday 9th September 2025**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

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