



# VACANCIES

**Issue Date:**

***Friday 17<sup>th</sup> April 2026***

**Area:**

**Central London Jobs**

**For Application information Email:** **sibert@pdt.org.uk**

**Telephone:** **020 72668255**

**\*\*For further information or to get an electronic copy of these opportunities please send request by email to the address above \*\***



**#npop**

**Front of House Team Member**



Location: Bloomsbury  
Contract: Permanent  
Hours: Part time 32 hours per week  
Salary: £27,768 pro rata

Making a great first impression is really important. That's why we need the right person to join us and help greet our members and visitors to the club. What matters is that you have both the confidence and empathy to provide excellent customer care to all sorts of people. It starts with you.

As a Front of House Team Member at our gym, you'll bring great communication skills, both face-to-face and over the phone. You're flexible, motivated and you show plenty of initiative. You also have basic computer skills, including Word and Excel.

**As a Member of the Front of House Team, you will:**

- Provide exceptional and efficient customer service to everyone who visits our club
- Support the smooth running of our reception and café areas
- Help us create a friendly, relaxing and professional environment
- Give a warm welcome, answering queries in a caring and helpful way, making sure everyone feels valued
- Support the café team, with preparing and serving fresh, healthy and nutritional food and drinks
- Be able to swim to a high standard and be willing to undergo training at site, due to covering Lifeguard breaks

Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you can choose from a range of fitness, lifestyle, health and fitness wellbeing rewards, such as free gym membership, health assessments, retail discounts and pension options. At Nuffield Health, we take care of what's important to you.

## **Brunel & Wessex Gardens Champions Project Leader**

**Hours:** Full time (35 hours per week)

**Salary:** £32,500 per annum

**Contract type:** Permanent

**Annual leave:** 25 days per year + bank holidays

**Reports to:** Head of Health and Climate

**Location:** Brunel Happy Hub, W2 5UZ with regular outreach in the community

**Closing:** 9am on Tuesday 5th May 2026

We are looking for a friendly person with outstanding relationship building and organisational skills, a passion for health and wellbeing and for supporting and empowering others to run our new Community and Maternity Champions project in Brunel and Wessex Gardens estates.

Community and Maternity Champions are local people who volunteer their time to connect local communities and residents with local services and support them to improve their health and wellbeing. Through supporting the recruitment and coordination of a dedicated team of local volunteers, the Project Leader will respond to local needs through public health campaigns, events, activities and training.

### **Role Description Working with volunteers**

Maintain a team of 20 Community and Maternity Champion volunteers including ongoing recruitment and induction as needed.

Effectively manage, support and empower volunteers to achieve their personal goals and the goals of the project through 1:1s, team meetings and day to day contacts, in line with the PDT Volunteering policy

Use leadership and interpersonal skills to inspire and motivate the Champions, to help them work well as a team and take ownership of Champion activities

### **Monitoring, Reporting and Budgets**

Effectively manage petty cash and maintain records of expenditure and support Head of Health and Climate.

Capture case studies and news and publicise to residents and stakeholders via the PDT website, Champions newsletters and social media

Monitor, capture and record outputs, complete quarterly monitoring reports to Bi-Borough Public Health, supported by the Head of Health and Climate and ensure internal databases are kept up to date.

Undertake any other duties as directed by the Head of Health and Climate

Be willing and able to work occasional evenings or weekends

This role is based in a team that is geographically dispersed and so is suited to someone that is able to work independently.

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

# Accounts Assistant

Salary: £29500 - £34500  
Contract Type: Permanent  
Closing Date: 25<sup>th</sup> May, 2026  
Location Offices: Grays Inn Road, London, United Kingdom

The successful candidate will be responsible for daily bank reconciliations, allocation of receipts, and management of incoming correspondence, ensuring all transactions are correctly posted and supported with the appropriate tenant references.

You will be joining our Homes team based in London. The Homes team operates a large mixed portfolio of new and existing Affordable homes nationwide comprising Affordable and Social Rent, Shared Ownership and Supported homes.

This is a full-time role offering a hybrid working pattern of 2 days in the office. The working hours are 9am-5.30pm.

The ideal candidate will be studying for AAT qualification or to have a finance related diploma / degree.

## Who we are

Pinnacle Group is a leading UK private sector provider of housing and neighbourhood services, managing and maintaining communities where people live, learn, work and play. We're a people-first organisation with a values driven culture that has remained consistent for thirty years; living through how we treat our employees and our customers.

## Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities:

- Bank reconciliations including query resolution of unposted/unreconciled transactions
- Regular update of bank reconciliation statement of all previous resolved items
- Liaise with income team/client accountants/property managers to get missing tenant reference
- Daily upload tenant receipt from bank statements on to Qube System
- Daily management of the group inbox
- Daily allocation of receipts

## Key requirements:

- Experience working with bank reconciliations
- Demonstratable experience in an Accounts Payable role
- Strong attention to detail and accuracy when handling financial data and reconciliations.
- Strong Excel skills, with confidence handling data and spreadsheets.
- Qube experience

# Community Health and Wellbeing Worker

**Hours:** 35 hours per week

**Salary:** £30,900

**Contract type:** Fixed-term contract until March 2027

*We currently have funding for the project secured until the end of March 2027. We hope to receive confirmation of future funding later this year.*

**Annual leave:** 25 days per year + bank holidays

**Reports to:** Community Health and Wellbeing Worker Project Manager

**Location:** Primarily estate-based outreach work including home visits with homeworking and hot desking at offices in North Westminster

We are looking for people with a strong connection to the North Westminster area with excellent relationship-building, listening and communication skills and a passion for health and well-being to join our award winning Community Health and Wellbeing Worker team in Church Street.

The successful applicant will work as part a close-knit team on this exciting, high-profile project. The Community Health and Wellbeing Worker (CHWW) project takes an innovative approach to supporting the health and wellbeing needs of families within their own homes. The programme involves CHWWs visiting households within defined areas and ensuring they receive tailored and holistic health and wellbeing support where needed.

A key part of their role is relationship building trust and rapport with local residents to allow them to provide truly holistic support, as well as building effective relationships with local professionals such as social workers, health visitors, community nurses and GPs.

## Role Description

This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Job Description is not intended to be inflexible or a finite list of tasks and maybe varied from time to time after consultation/discussion with the post holder.

### Key elements of the role include:

- Contacting a list of up to 150 households through calls, texts, door knocking and events to explain the support you can provide to them, with a view agreeing a schedule of monthly visits.
- Carrying out monthly home visits to households on your case list.
- Through these visits, carry out health promotion and support activities. This could include assisting in the management of chronic illness; providing support around isolation/loneliness; helping someone quit smoking; encouraging the taking up of relevant health checks, vaccinations and/or screenings; or becoming more active.
- Supporting households with other matters that may negatively affect health and wellbeing such as employment, housing or welfare benefits issues and providing connection and support into other services where appropriate.
- Be prepared to support households experiencing hardship and crisis, approaching situations with sensitivity, care and an understanding of when and how to involve other professionals and services.

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- Working with GPs and health professionals to ensure that patient needs are properly communicated and responded to where appropriate.
- Closely follow council and NHS patient data protection and confidentiality rules.
- Maintain a balance between supporting households and looking after your own safety.
- Keep relevant and accurate records to assist with your support of households and for data gathering/reporting purposes.
- Work closely with the wider CHWW team to provide support to one-another and contribute to the development of the model.
- Work with community partners to build and maintain an understanding of local activities and services that can assist in your support of households.
- Reviewing cases and support provided to contribute to learning and improvement with team members and relevant stakeholders when appropriate.
- Monitor and contribute to your own personal and professional development in collaboration with your wider team.
- Use community insight gained from interactions with households to advocate for social changes that promote the health and well-being of the local community
- Undertake any other duties as directed by the Community Health and Wellbeing Worker Project Manager

# Facilities Coordinator

Responsible to: Facilities Coordinator Venue Hire

Location: St Mary Magdalene's, Rowington Close, London W2

Pay: £30,000 per annum

Hours: Full time (35 hours per week)

The Facilities Coordinator supports the smooth running of Grand Junction's Grade I Listed venue by helping maintain the building, ensuring health and safety compliance, and preparing spaces for a wide range of classes, community activities, and cultural events.

The role combines hands-on maintenance, event setup, and occasional event management, working closely with staff, contractors, and volunteers to deliver a high-quality visitor and hirer experience. Candidates should bring practical maintenance ability, confidence working with the public, basic technical skills for sound and AV setup, strong organisational and communication skills, physical stamina, and a positive, proactive approach to teamwork. Evening and weekend work is required as part of the events rota, along with willingness to obtain a DBS check.

## Purpose of the Job

Grand Junction offers a busy programme of classes, cultural events, heritage tours, and private hires. The Facilities Coordinator will work alongside the Facilities and Venue Hire Manager, and others in the facilities team, to ensure the building is operational and ready to support delivery of this busy programme. You will be part of a team who care for the Grade I Listed St Mary Magdalene's building, ensuring it is maintained to a high standard and that it is safe and secure for public use. You will be central to ensuring that we offer a professional and high-quality experience for hirers of the space, delivering busy and ambitious events. Alongside Grand Junction and PDT colleagues you will offer a warm welcome to everyone who uses our building. The role provides a combination of hands-on site management and maintenance, alongside being part of a team delivering a varied and dynamic events programme.

## Essential Requirements

- Practical maintenance and DIY ability, with the capability to carry out routine tasks, minor repairs, and occasional grounds work to support the day-to-day care of a historic Grade I listed building.
- Reasonable technical ability to support the setup and operation of sound, lighting, and AV equipment for classes, events, and performances.
- High level of physical stamina, including the ability to stand and walk for extended periods and lift/carry items up to 25kg to support room setups, events, and building operations.
- Excellent organisational and time-management skills, with the ability to prioritise, work under pressure, and meet deadlines within a busy and varied programme of activity.
- A proactive, positive, team-focused attitude, with a willingness to take on a wide range of tasks, including routine or hands-on duties, and contribute to the smooth running of the building.

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- Strong attention to detail, ensuring work is completed to a high standard and the venue is consistently well presented for public use.
- Ability to work independently and use initiative, with good judgement in knowing when to involve colleagues, particularly during events, security issues, and operational challenges.
- Reliable, punctual, and professional, maintaining a pleasant manner with staff, hirers, volunteers, and visitors.
- Strong spoken and written communication skills and the ability to engage confidently with colleagues, contractors, and the public.
- Competent IT skills, including the ability to use shared calendars, communication tools, and digital equipment used for event setup.
- Willingness to work evenings, weekends, and unsociable hours as part of the events rota and building operations.
- Current DBS check or willingness to obtain one.

### **Desirable Requirements**

- Experience working with members of the public, demonstrating confidence in supporting diverse audiences and responding appropriately to challenging behaviour when required.
- Experience working with volunteers, contractors, or community participants, supporting positive engagement and smooth collaborative working.
- Understanding of health & safety and site security procedures, including fire evacuation procedures and first-aid, with a commitment to completing all required training.
- Knowledge of safeguarding practices relevant to a public, community-focused venue.

## 3 x Client Services & Concierge Administrator

Location: Barbican,  
Contract: Permanent  
Salary: Competitive, depending on experience  
Hours: Part Time 15-20 Hours per week, Monday - Friday

As a **Client Services & Concierge Administrator** you will be the welcoming face of Nuffield Health for all visitors, clients and guests. This role encompasses ensuring a safe and secure environment for all staff and visitors within our Support office and Medical Centre located in our prestigious premises in Barbican, London. As Concierge you will provide a professional reception and back-office service, managing client and internal queries efficiently and ensuring an exceptional journey for all from start to finish.

You will play a crucial role in the smooth operation of our London Support Office and Medical Centre serving as a confident and competent Nuffield Health Fire Marshal & First Aider. You will be expected to comply with all policies and procedures, championing the Nuffield Health brand and its values while proactively taking on additional and ad hoc duties as required.

This is a varied role covering Reception activities through to visitor and client relations, health and safety, administration and security

To succeed in this role you will have relevant experience gained in a similar role, along with:

- Excellent organisational skills.
- Proven ability to prioritise.
- Experience of dealing with people at all levels.
- Ability to challenge upwards.
- Resilience to challenge.
- Ability to remain calm under pressure.
- Strive for continuous improvement.
- Ability to diffuse difficult situations.
- Excellent communication skills

### Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you can choose from a range of fitness, lifestyle, health and fitness wellbeing rewards, such as free gym membership, health assessments, retail discounts and pension options.

# Events Administrator

Full Time: 40 hours per week  
Contract: Permanent  
Location: W1U 3BN  
Salary: The salary for this role is £31,500 per annum.  
Hours: Full time  
Closing: 26<sup>th</sup> April 2026

The Venue Hire Department is part of the wider commercial team with a department responsibility of generating income and increasing profitability. Reporting to the Senior Events Manager, the Events Administrator will support and facilitate the administrative needs of the department and facilitate the clear communication of information to the wider museum.

The key responsibilities include ensuring all administrative and financial procedures and documentation are maintained at all times and clients receive a polite and professional service. The role also includes assisting the Venue Hire team with event operations on both commercial and internal events, and managing small location hire shoots, private tours and proposals.

## Salary, Benefits and Working Hours

The salary for this role is £31,500 per annum. In addition, the post-holder will receive 25 days paid annual leave including bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- Membership of an Occupational Pension Scheme
- Alpha – a defined benefit occupational pension scheme (28.97%)
- Partnership pension account - a stakeholder pension
- Eye Tests
- Occupational Health Service
- Annual Flu Jab
- Employee Assistance Programme
- Services available 24/7 and 365 days per year to all employees
- Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- First Aiders
- Access to Mental Health First Aiders
- Parental Leave
- Training and Development Opportunities

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, regular evening work and occasional early morning work will also be required when assisting on events, out of hours tours and location hire shoots.

# Documentation Officer

Department: Information Resources

Location: all sites

Role type: Fixed Term Contract

Level of security check required:

Basic Disclosure

Closing date: 27 April 2026

Salary: £32,912

At London Museum we connect people with the lived experience of London. The story we tell is one of place and people, evolving through interaction and exchange. We summarise what we do in three words: We Are London.

We are looking for two new Documentation Officers to provide documentation, data and systems support to the New Museum project, as well as the Collections Information Upgrade, the Archaeological Archive and Digital Innovation projects. These roles are offered on a fixed-term contract, one contract will run until September 2027 and the other is a 6-month maternity cover with the possibility of extension.

The next year will be a busy time for the team as the museum prepares for opening at Smithfield and the final exit from London Museum Spaces. This is an exciting opportunity to work with the museum's collections information and collections systems. Based at the museum's London Wall site, but working across all its sites and stores, you will be expected to carry out tasks with a high degree of accuracy, be highly motivated and capable of communicating effectively with a range of stakeholders. We are also looking for someone who has strong knowledge of sector standards in collections information management with experience resolving documentation issues.

London Museum is committed to being an equitable and inclusive employer, and to becoming representative of the diversity of London. We particularly welcome applications from people from Global Majority backgrounds, who are currently under-represented in our organisation.

We also welcome applications from disabled people, as we're a Disability Confident Leader and are committed to recruiting, retaining and developing disabled people.

# Kitchen Porter

**Department:** Kitchen

**Job Level:** Team Member

**Job Type:** Full Time

**Hours per week:** 40 Hours Per Week

**Salary:** Up to £14.20 Per Hour

Kitchen Porter – art’otel Battersea

We are recruiting for our art’otel in London Battersea! A premium lifestyle hotel situated in the heart of the new, iconic Battersea Power Station development. Perched on the Electric Boulevard, the 164 keys art’otel London Battersea power station sits in the heart of this energised neighbourhood, offering restaurants, bars, shops and galleries, amidst the eye-catching architecture that surrounds the historical Battersea Power Station.

## As our Kitchen Porter, you will receive:

- Salary: It is anticipated you will receive from **£12.71** (minimum contracted rate) to **£14.20** (rate inclusive of TRONC) per hour worked – inclusive of an independently administered TRONC allowance
- Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)
- F&B discounts at our restaurants and bars (for your whole party)
- 30 days of holiday per year - including bank holidays, increasing with years of service
- Two free meals per day
- Access to 40% of your pay before payday through Wagestream
- Recommend a friend scheme – up to £750!
- Vitality at work scheme with great gym discounts & more
- Ride to Work scheme & free cycling lessons
- 24/7 employee assistance programme
- Rota given 2 weeks in advance
- Departmental productivity & service incentive scheme
- Benefit Hub – Discounted prices at hundreds of stores, supermarkets, major retailers, attractions, restaurants, and cinemas.
- Free dry cleaning for work uniform
- Annual Staff parties and events
- Company pension plan & award-winning training

## Your journey so far ...

As a Kitchen Porter you will be an essential part of the kitchen operation and help to maintain a clean and smooth-running kitchen. You will be a team player and have a pro-active approach to the role.

If you share a passion for art, culture and hospitality, art’otel is where people’s talents will feel at home. We aim to inspire guests to be creative and discover the arts; by dazzling them with sensational service; by enriching their knowledge; by encouraging their passion for art and appetite for the finer things in life.

# Night Public Area Cleaner

**Job Level:** Team Member

**Job Type:** Full Time

**Hours per week:** 40 Hours Per Week

**Salary:** £13.71 Per Hour

Night Public Area Cleaner – Park Plaza Westminster Bridge London

At Park Plaza, authenticity is at the heart of everything we do. Our housekeeping team allows us to take pride in our appearance. Whether it is our guest's rooms or public areas, they keep everything clean and pristine. Join us as a Night Public Area Cleaner and we will give you the training and support to succeed.

## As our Night Public Area Cleaner, you will:

- Be responsible for cleaning our public areas at a high standard.
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap) in guest and back-of-house areas.
- Have a passion for cleanliness and an eye for detail.
- Listen to the needs of guests and other team members and adapt to meet them.
- Have a courteous and professional attitude with guests and team members.
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care.

## As a Night Public Area Cleaner, you will receive:

- Salary: £13.71 per hour
- 30 days of holiday per year – including bank holidays, increasing with years of service.
- Heavily discounted hotel room rates in Europe (extends to the Radisson Hotel Group and family & friends)
- 50% F&B discount at our restaurants and bars (for your whole party)
- Two wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- Two free meals per day - including days off if you wish to come in!
- Access to 40% of your pay before payday through Wagestream!
- Recommend a Friend scheme - £750
- BenefitHub – Discounted prices at hundreds of online and high street stores, supermarkets, major retailers, attractions, restaurants and cinemas.
- Vitality at work scheme with great gym discounts & more
- Ride to Work Scheme & free local cycling lessons
- Travel season ticket loans \*
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Departmental productivity and service incentive schemes \*
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

From everyday uplifting moments to unforgettable achievements, and everything in between, we are there every step of the way.

# Nursery Lunchtime Assistant Part Time

Hours: Part Time - 15 hours per week Mon-Fri 11am - 2pm

Location: Royal Oak Westminster, W2 5AU

Salary: £12.21per hour + amazing benefits

Closing: 30<sup>th</sup> April 2026

**If you love children, this could be the job for you**

We're the London Early Years Foundation, Nurseries a family of 40 nurseries. Our people love working for us because we focus on the child and their family and give them the best start in life.

## A bit about the role

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

## You will need:

- The right to work in the UK
- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children
- To be positive, reliable and friendly
- What's in it for you?
- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave
- Many other benefits that take care of you, including access to the Wellbeing app, shopping discounts, annual conference and money for team celebrations

## About the nursery

Newly refurbished building with a beautiful Garden. Feryal and her team are very welcoming and friendly and always support each other. The children love to get involved in the local community too, with trips to the shops and nearby care home.

# People Operations Administrator

Salary: £28,000 - £30,000  
Location: Hybrid - Home & London  
Hours: Full Time  
Closing: 15<sup>th</sup> May 2026

A proactive HR role in a mission-driven nursery group.

Are you organised, curious, and love making things run smoothly behind the scenes? At the London Early Years Foundation (LEYF), we have 43 nurseries across London on a mission to ensure all children get the best start in life. As a charitable social enterprise, we put people before profit - and our People team plays a vital role in supporting our nurseries to make this happen.

As our People Operations Administrator, you'll play an important part supporting HR queries and processes across our nurseries and central office teams. Whether working with nursery managers, responding to our colleague's HR questions or spotting ways to improve how we work, this is more than admin - you'll be enabling our teams to focus on changing early years education across London.

## A Bit About the Role

"You'll be central in ensuring the smooth running of our HR operations to keep LEYF focused on what matters most - supporting London's children."

As part of our People Operations Team, you'll play an important role in supporting over 850 colleagues across our nurseries and Central Office. Whether you're answering a question about policies, preparing starter lists, implementing workflows in our HRIS, or spotting ways to improve how we do things, every task you take on will help us achieve our mission.

What we do matters because our people rely on timely, professional, and clear answers they can trust. You'll bring your HR experience and be ready to keep learning. Your ability to deliver seamless people processes, resolve queries with care and empathy, and navigate challenges effectively will be key to your success in this role.

## Typical Main Responsibilities in Your Role:

- Manage a busy service desk, handling 40-100 queries a week efficiently, effectively and with empathy and professionalism
- Be the friendly expert, answering questions and ensuring our people receive timely answers they need on pay, policies, and benefits in a clear, approachable way
- Keep our systems and records accurate and up to date
- Help run HR processes including preparing monthly starter and leaver lists
- Be proactive in suggesting new ideas to improve processes
- Respond to external queries including reference requests
- Support with reports, data, and projects to help us work more efficiently

## What We're Looking For:

- Credible HR admin experience with a knack for systems, processes and policies
- A natural attention to detail, and care when handling confidential data
- Calm and flexible under pressure, with the ability to adapt when things change quickly

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- A team player who loves building positive relationships
- A curious mindset – you're great at spotting patterns or thinking up simple solutions
- A passion for purpose-driven work and willingness to roll up your sleeves
- You'll need the permanent right to work in the UK

### **What's in it for You?**

- Shape the way we work: Bring your ideas and help us improve how we do things it's not all set in stone
- Be part of something bigger: Join a supportive team dedicated to making a difference
- Enjoy the perks: Competitive salary and a market-leading 7% employer pension contribution
- Save on childcare: 70% discount at our nurseries if you have children or grandchildren
- Time to recharge: 26 days off a year including Christmas closure, your birthday off plus bank holidays
- Feel valued: Wellbeing app, shopping discounts, team events, and more
- Grow your HR skills: A great opportunity to deepen your expertise and learn more

### **Interested?**

If you've had experience in HR and looking for a meaningful role in a dynamic, purpose led organisation, we'd love to hear from you!

# Saturday Concierge

Hours: 10:00-17:00 Saturdays

Salary: £14.80 per hour

Location: Barbican (EC1A) (closest underground station is Barbican or St. Paul's)

We are currently recruiting for a Saturday Concierge to become a part of the team at a remarkable residential building in Barbican (EC1A). Responsible for overseeing 40 apartments, the concierge will be the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way. This is a key front-of-house role focused on delivering exceptional customer service while maintaining high standards of safety, security, and presentation throughout the building.

We will require 2 years' minimum of residential concierge experience, or a strong background in the hotel industry.

## Main duties and responsibilities:

- Provide a warm, professional welcome and act as the first point of contact for all enquiries.
- Deliver high standards of customer service and build positive relationships with residents.
- Manage calls, post, parcels, and keys in line with procedures.
- Ensure communal areas are clean, safe, secure, and well presented.
- Carry out regular patrols and maintain awareness of building systems, access control, and emergencies.
- Support resident move-ins and move-outs, protecting communal areas and lifts.
- Control contractor access, sign-in/out, and monitor activity for safety and compliance.
- Support health, safety, and fire procedures, including routine alarm testing and reporting.
- Maintain building security, monitor CCTV appropriately, and respond to incidents.
- Complete accurate records, logbooks, reports, and shift handovers.

## General:

- Strong customer service and communication skills.
- Professional, calm, discreet, and reliable.
- Experience in a concierge, residential, or similar front-of-house role.
- Basic knowledge of building systems, fire safety, and compliance processes.
- Confident using email and mobile reporting systems.
- Able to work independently with strong attention to detail.

If this position is of interest to you, please send your CV across.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

# Evening Concierge Part-time

**Hours:** 16:00-20:00 Monday to Friday (20 hours weekly)

**Salary:** £14.80 per hour or £15,392 per annum

**Location:** Barbican (EC1A) (closest underground station is Barbican or St. Paul's)

We are currently recruiting for a Part-time Evening Concierge to become a part of the team at a remarkable residential building in Barbican (EC1A). Responsible for overseeing 40 apartments, the concierge will be the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way. This is a key front-of-house role focused on delivering exceptional customer service while maintaining high standards of safety, security, and presentation throughout the building.

We will require 2 years' minimum of residential concierge experience, or a strong background in the hotel industry.

## Main duties and responsibilities:

- Provide a warm, professional welcome and act as the first point of contact for all enquiries.
- Deliver high standards of customer service and build positive relationships with residents.
- Manage calls, post, parcels, and keys in line with procedures.
- Ensure communal areas are clean, safe, secure, and well presented.
- Carry out regular patrols and maintain awareness of building systems, access control, and emergencies.
- Support resident move-ins and move-outs, protecting communal areas and lifts.
- Control contractor access, sign-in/out, and monitor activity for safety and compliance.
- Support health, safety, and fire procedures, including routine alarm testing and reporting.
- Maintain building security, monitor CCTV appropriately, and respond to incidents.
- Complete accurate records, logbooks, reports, and shift handovers.

## General:

- Strong customer service and communication skills.
- Professional, calm, discreet, and reliable.
- Experience in a concierge, residential, or similar front-of-house role.
- Basic knowledge of building systems, fire safety, and compliance processes.
- Confident using email and mobile reporting systems.
- Able to work independently with strong attention to detail.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

# Day Concierge

Hours: 4 on 4 off / 07:30-19:30

Salary: £28,763 per annum / £13.17 per hour

Location: Camden Town (NW1)

We are currently recruiting for a Day Concierge to work in our incredible residential development of 56 units based in the heart of the bustling Camden Town (NW1).

You will have the responsibility of delivering the highest levels of customer experience and service to all residents, guests, contractors and the clients. You will also be a people person that goes that little bit further to get to know the residents and build strong relationships with them on an individual level, whilst always being completely professional, courteous and respectful. For any support in the place they call home, you will be their first and primary point of contact for any support they may require.

**Ideally, you'll have all or most of the experience we're asking for:**

- Previous experience within the hospitality industry, preferably within a similar role
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion

## Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Being courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion

# Administrator

**Job Location:** Kentish Town (NW5 1TN)

**Country/Region:** United Kingdom **Kentish Town**

Murphy is recruiting for a **Administrator** to support the Executive Assistant and Personal Assistant in the Executive Office **at (Kentish Town) 5 days a week on site**

Administrator/Assistant to the PA. You will support the Executive Assistant and Personal Assistant in the Executive Office through the provision of high-quality customer service and administration support. The executive office supports the CEO, CFO, UK Managing Director Group Commercial Director, Group People Director, this is a fast-paced role and will suit a candidate that enjoys the variety of supporting “C level” executives. Can be flexible on working hours to accommodate the right applicant.

## What you will be doing

- General office duties
- Lots of travel arrangements/ hotels /car hires/trains/ taxi's and flights.
- Keeping all databases / folders / files up to date
- Internet research where applicable heavily involved with (hotel bookings, venues) for conferences/ meetings
- Arranging all name tags and labels/ invitations when required for meeting/ conferences
- Assist with making bookings where necessary and reconfirming appointments
- Making sure all appointments are in the Outlook diary
- Company credit cards and statements
- Reconfirming appointments
- Stationary ordering, ensuring office is neat and well kept
- Couriering packages and documents abroad
- Collecting and opening post
- Collecting & greeting visitors
- Arranging lunch for meetings, where required
- Assisting with expense claims
- Any other ad hoc duties as and when required

## Who we are looking for

- Confident in the use of Microsoft word, PowerPoint proficient at intermediate level
- Excellent customer service skills, positive approach to your work with a can do attitude
- Demonstrable experience of working in a secretarial support role or equivalent
- Enjoy working in a fast-paced environments with the ability to keep calm
- Professional yet personable and able to communicate well at all levels

## About Murphy

Murphy is formally recognised as a sector leading employer, Platinum Investors In People accredited along with reported operating profit up 57% on prior year. At Murphy, we are incredibly proud of our diverse workforce. Not only do our people represent over 60 different nationalities, but they also represent a wide range of backgrounds, ethnicities and ages. With a forward order book of £5.4bn and £23m Invested in environmentally friendly plant in 2024 there really is #MoretoMurphy

# Administrator

Salary £25000 - £28000  
Contract Fixed Term  
Closing Date 25<sup>th</sup> May 2026  
Location High Holborn, London

## Who We Are

Pinnacle Group is a leading UK private sector provider of housing and neighbourhood services, managing and maintaining communities where people live, learn, work and play. We're a people-first organisation with a values driven culture that has remained consistent for thirty years; living through how we treat our employees and our customers.

## Who We're Looking For

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities:

- Handle routine support tasks including password resets, account creation, and license management
- Manage and triage incoming support requests
- Monitor and prioritize tickets based on urgency and impact
- Produce weekly reports on support activity, bottlenecks, and user feedback
- Assist with project-related tasks such as fact-finding, documentation, and coordination
- Support training coordination and scheduling across systems
- Maintain accurate records of system access and user permissions
- Collaborate with the team to identify recurring issues and suggest improvements

## Key requirements:

- Strong organisational and time management skills
- Excellent written and verbal communication
- Experience in a support or administrative role (IT or systems-related preferred)
- Experience supporting platforms such as MRI Qube, Fixflo, Ark, or similar is preferable
- Comfortable working with cross-functional teams and stakeholders
- Proficient with Microsoft Excel (ideally backed by degree or accredited certification)

# Retail Assistant - Night Shift

Location: Oxford Street, London

Pay rate: £14.56 per hour + Night Premium between 22:00pm - 06:00am (GMT)

Employment type: Fixed Term (05/09/2026)

Contracted hours: Part time 24 per week

Shift pattern: Shifts available between the hours of 21:00pm – 06:30am (GMT), 3 out of 7 days, including Friday, Saturday and Sunday. Details will be discussed at interview.

As the shifts require work between the hours of 12-4am, all candidates must be 18+ to be considered.

## Because You're Valued Here

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Nights Retail Assistant.

## Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Careers pathways are available to help you reach the next level.

## What you'll do

As a Nights Retail Assistant, you'll be working hard at night to provide our customers with an amazing experience as soon as they step through the front door the next morning. Here's what this looks like in action:

- Resetting the salesfloor, including creating eye-catching displays and replenishing the stock on the shelves.
- Making sure the stock is correctly priced and that any price changes are clear and visible to customers.
- Handling all stock, stock transfers, deliveries, and removing items from the salesfloor that don't meet our high standards.
- Implement any changes to the salesfloor, such as layout.
- Keeping a tidy and well-organised stockroom.

## What you'll bring

Creating displays that amaze our customers while keeping things running smoothly behind the scenes is an important role at Primark! We need just the right person for the job. Here's what we need from you:

- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.

# Retail Assistant - Night Shift

Location: Oxford Street, London

Pay rate: £14.56 per hour+ Night Premium between 22:00pm - 06:00am (GMT)

Employment type: Fixed Term (End Date 05/09/2026)

Contracted hours: Full Time 37.5 per week

Shift pattern: Shifts between the hours of 21:30pm – 06:30am (GMT), 5 out of 7 days, including Friday, Saturday and Sunday. More details will be discussed at interview.

As the shifts require work between the hours of 12-4am, all candidates must be 18+ to be considered.

## Because You're Valued Here

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Nights Retail Assistant.

## Because you matter

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- Salary: We offer a very competitive salary.
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- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.

# Evening & Weekend Care Assistants

Location: Shepherds Bush Office Team  
Pay: Weekdays (Mon–Sat): £13.85 per hour Sundays: £14.35 per hour  
Day Shifts: 8:00/9:00 AM – 2:00/3:00 PM  
Evening Shifts: 4:00 PM – 9:00 PM  
Guaranteed hours available for the right candidates  
Paid for your travel time — not just contact time  
Evening & weekend shifts to suit your lifestyle  
Full training provided – no experience needed

We're looking for caring, reliable people to support our service users living across the boroughs of Kensington & Chelsea, Westminster, and Hammersmith & Fulham. If you're compassionate, dependable, and ready to help others live well at home, apply today and become one of our everyday heroes!

## Job Description

Whether you're helping someone start their day with dignity or offering comfort in the evening, your care truly matters.

## What You'll Be Doing

As a Care Professional, you'll provide essential home care and support following personalised plans that prioritise dignity and respect.

## Your key responsibilities include:

- Personal care (bathing, dressing, toileting, grooming)
- Medication support (preparation and administration)
- Meal preparation and mealtime assistance
- Mobility and equipment support
- Light housekeeping (laundry, tidying, cleaning)
- Companionship and emotional support

## You'll also:

- Encourage social engagement and family connections
- Monitor health and report changes
- Maintain accurate documentation
- Respond safely in emergencies
- Work collaboratively with families and professionals

## Qualifications

What You'll Need (Besides a Cape!)

No experience? No problem!

We provide full, paid training — all you need is heart, reliability, and the desire to make a difference.

- Genuine compassion and respect for others
- Strong communication and listening skills
- A positive, can-do attitude (superhero spirit welcome!)
- Reliability and a caring nature
- The right to work in the UK

If you're kind-hearted, dependable, and ready to brighten someone's day — you've already

# Care Assistant

Company: Avery Healthcare  
Location: London, NW8  
Job Type: Full time  
Salary: £13.85

## About The Role

Your focus as Care Assistant will be to deliver high standards of personal care, contributing fully to the care team to ensure continuity of services to residents.

### Other responsibilities will include:

- Assisting residents in all their personal hygiene care ensuring optimum independence, dignity and respect of individuals at all times.
- Recognising and understanding clinical risk areas in residents such as weight loss, pressure sores, risk of falls, sign of infections and escalate any identified risks in a timely manner.
- Acting courteously towards residents and their visitors, respecting the dignity and individuality of each resident.
- Practicing safe systems of work across the range of task.

## About You

To be successful in your application, you will live our values of caring, supportive, honest, respectful, and accountable in all that you do. Experience is not required as we are proud to offer a thorough induction and training programme to ensure confidence within your role.

### Our ideal candidate must:

- Have the ability to communicate effectively both verbally and in writing.
- Demonstrate initiative and be respectful towards the residents and other people in the home.
- Be an efficient worker who can carry reasonable instructions from other team members.
- Be able to be adaptive and flexible to cover a range of responsibilities at short notice.

## About Us

We're not just one of the UK's largest providers of luxury elderly care homes – we're a place where people love to work. We believe that the later years of life should be as enriching as any other, and we're passionate about creating meaningful experiences for our residents and our team alike. With our vision of "creating meaningful lives together," we proudly offer exceptional care across our growing network of over 100 homes, building a supportive and inspiring environment where employees feel valued and empowered every day. Join us and see why Avery is the preferred choice for residents and team members alike.

### Please note this role will require:

A DBS Disclosure check, the cost of which will be met by Avery Healthcare.  
Proof of eligibility to work in the UK.

*This advert may be withdrawn prior to the advertised deadline depending on the volume of applications received and business needs.*

# Office Administrator

Salary: £25,000 per year

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Hours: Full time

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Closing date: 30 April 2026

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Location: NW10 0UR

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Remote working: On-site only

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Company: Bond Site Services Ltd

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Job type: Permanent

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## Summary

We are looking for a reliable and organised Office Administrator fluent in Turkish and English to support our day-to-day operations and communicate with Turkish-speaking clients.

## Key Duties:

- General office administration and organisation
- Handling calls, emails, and enquiries (Turkish & English)
- Translating documents and communications
- Scheduling meetings and managing diaries
- Supporting the team with admin tasks

## Requirements:

- Fluent in Turkish and English (spoken & written)
- Previous admin experience preferred
- Good IT skills (Microsoft Office)
- Strong organisation and communication skills

# Security Officer (Permanent)

**Job Location:** Camden

**Salary:** £17 - £17/hour

**Hours:** 42 hours per week.

**Shift Pattern:** 4 on 4 off. Nights only. 7pm to 7am.

**SIA Licence Required:** Security Guarding or Door Supervisor.

**Experience Level:** Over 2 years in a corporate security officer position.

Allied Universal is currently recruiting for **Security Officers** to work at a newly acquired contract in **Central London!**

The site is extremely modern, with advanced security systems in place and is now opening a new floor of the building. So, the Allied team are looking for experienced, corporate security officers who can bring their security skills & knowledge to the site.

Due to a high volume of applications, you will need to upload a CV to be considered for this position!

## Your Time at Work

### As a Security Officer your duties will include:

- Act as an ambassador for the building and always maintain a welcoming approach and professional appearance
- Welcome all staff and guests into the building with a genuine greeting and respond to people with a smile or reassuring gesture
- Maintain excellent site knowledge of both the building and surrounding area to effectively answer any questions from building users
- Be aware of personal responsibilities regarding the site policies and procedures
- Be observant and have a full understanding of building security WIs and EOPs to ensure the security of the building and its users
  
- Be familiar with the contents of the Assignment Instructions and associated procedures
- Thinking outside of the box and going that extra mile to assist occupiers and guests
- Report any suspicious activity, including hostile reconnaissance or suspicious items
- Detect and deter any threats in or around our building  
Taking direction from the management team
- Providing a world class customer experience
- Working seamlessly with other service providers and departments
- Conduct Internal/External patrols

### Our Perfect Worker

- Have great communication skills
- Be well-groomed and always presentable
- Always looking at how we can improve our own performance and how we can improve our service delivery
- Have a winning mentality
- Be able to follow instructions, but also be able to make critical decisions when required  
Be good at taking ownership

# Welfare Advice Officer

Salary: £36000 - £40000  
Contract Type: Permanent  
Closing Date: 7 May 2026  
Location: Holborn London, United Kingdom

The ideal candidate will have strong welfare rights knowledge with hands-on casework experience, be skilled in communication and advocacy with the ability to simplify complex information, have experience supporting vulnerable residents with complex needs, take a proactive and solution-focused approach to managing a varied caseload, and demonstrate strong numeracy, analytical skills and confidence using digital case management systems.

## Who we are

Pinnacle Group is a leading UK private sector provider of housing and neighbourhood services, managing and maintaining communities where people live, learn, work and play. We're a people-first organisation with a values driven culture that has remained consistent for thirty years; living through how we treat our employees and our customers.

## Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities

- Deliver specialist welfare benefits advice, including checks, claims, and casework.
- Identify income-maximisation opportunities to support rent payments.
- Manage complex cases, including reconsiderations, appeals, tribunals.
- Liaise with DWP, local authorities and HMCTS to resolve benefit issues.
- Support vulnerable tenants to remove barriers to tenancy sustainment.
- Maintain accurate case records and keep updated on policy changes.
- Provide welfare benefits guidance and training to Pinnacle staff.
- Improved rent collection and tenancy sustainment.
- Increased staff capability on welfare rights and income matters.

## Key requirements:

- Strong welfare rights knowledge and casework experience.
- Skilled in communication, advocacy and simplifying complex information.
- Experience supporting vulnerable residents with complex needs.
- Proactive, solution-focused and confident managing a varied caseload.
- Good numeracy, analytical skills and digital case management experience.

# Income Collection Officer

Salary: £19.50 - £19.50  
Contract Type: Temporary  
Closing Date: 15<sup>th</sup> May 2026  
Location: Holborn

*This is an ongoing temporary hybrid position.*

Who we are

The leading UK private sector provider of housing and neighbourhood services, managing and maintaining communities where people live, learn, work and play.

We're a people-first organisation with a values driven culture that has remained consistent for thirty years; living through how we treat our employees and our customers.

Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

## Key responsibilities will include:

- Proactively reduce rent arrears across all accounts to meet monthly targets. This includes producing arrears reports and letters, engaging with residents, preparing legal instructions for possession proceedings, serving Notices, conducting home visits, applying for direct payments, attending court when required and offering advice and support to help residents sustain their tenancies
- Take ownership of individual performance targets and contribute to the overall success of the income collection service
- Identify residents who may benefit from specialist welfare or financial inclusion support and refer them to the Welfare Advice & Financial Inclusion Manager
- Liaise effectively with external agencies including Local Authorities (Housing Benefit), the DWP (Universal Credit), social services and other relevant bodies to support income recovery
- Respond to arrears-related correspondence and provide clear, accurate information to the Income Manager or Contract Manager to assist in resolving formal complaints
- Plan and manage your own workload efficiently, ensuring accounts are monitored weekly and targets are consistently met

## Key requirements:

- Experience working in a housing and income collection setting
- Background in credit control with practical knowledge of income recovery processes
- Confident using housing management systems to monitor and manage accounts
- Solid understanding of the legal framework for housing including Pre-Action Protocols
- Demonstrable knowledge of welfare benefits, particularly Universal Credit and Housing Benefit
- Proficient in MS Office applications including Word, Excel and Outlook

# Concierge Officer

Salary: £28000 - £29000  
Contract Type: Permanent  
Closing Date: 20 May 2026  
Location: Battersea

Your responsibilities will include greeting and assisting guests, managing building access, handling inquiries, and ensuring a welcoming environment.

You will need excellent communication skills, a friendly demeanour, and a strong sense of responsibility. If you are passionate about delivering outstanding customer service and enjoy being the first point of contact in a vibrant community, we would love to hear from you.

This is a full-time role to work on 4 days on, 4 days off basis. 7am to 7pm and is located at Prince of Wales Drive, Battersea.

## Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

### Key responsibilities:

- To greet all residents in a polite, professional manner using either their name or "Sir" or "Madam".
- Monitor the inbox and answer all emails in a timely manner.
- Ensure that all visitors and contractors are signed in and out of site via the appropriate form or book.
- Patrol the site and report any repairs or criminal activity to the Property Manager
- Assist residents with the safe storage of parcels delivered, logging all packages through the Ark Portal
- Issue contractors with keys, fobs, and access codes when they have signed into the registration book, providing they have written consent from the Property Manager
- To report any fire alarm panels, emergency lighting, dry risers and/or smoke detection systems which are found beeping or faulty.
- Ensure all Front Desk and lobby areas must be kept clean and tidy at all times.
- Obtain monthly meter reads for all communal electricity meters.

### Key requirements:

- Good levels of spoken and written English/grammar.
- Experience of working with the public is essential, ideally in a 5\* service related, customer facing capacity.
- Must hold a valid SIA Licence.
- CCTV Licence preferred

## Our offer

We believe that diversity makes us stronger. The more varied our workforce, the better we can understand, reflect and meet the needs of the communities we serve. That's why we actively welcome applications from people of all backgrounds – especially those who represent the communities we work with every day.

## Stock Assistant

Salary Details: £14.81 per hour  
Contract Type: Permanent  
Locations: Edgware Road, W2 2EA

It feels brilliant to be part of a business that does things its own way and achieves fantastic results while doing so.

That's how you'll feel as a Stock Assistant with Aldi.

It's a really fast paced environment, so there's certainly no risk of getting bored. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the team is fairly small, so if you're not contributing it will soon show.

Time will fly by as you work hard to keep stock losses to a minimum, help out with inventory counting, check off deliveries and ensure the shelves are fully stocked with attractive, well presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.

## Stock Assistant

Salary Details: £14.81 per hour  
Contract Type: Permanent  
Locations: Kentish Town NW1 1QB

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Time will fly by as you work hard to keep stock losses to a minimum, help out with inventory counting, check off deliveries and ensure the shelves are fully stocked with attractive, well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.

## Store Assistant

Salary Details: £14.88 - £15.20 per hour  
Contract Type: Permanent  
Locations: Edgware Road, W2 2EA

With us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.