

Client Services Assistant – full time, Copley Hill Business Park, Cambridge

Are you ready to drive forward an award-winning business that is transforming cancer screening and diagnostics? Are you experienced in delivering excellent customer service and looking for an opportunity to make your mark in a unique and rewarding sector? If so, we want to hear from you as we're recruiting to our superb and growing Cambridge-based team.

At Check4Cancer we provide specialist bowel, breast, cervical, lung, prostate and skin cancer screening services. Our unique services provide access to one stop clinics for people who have suspected symptoms of cancer enabling rapid access to treatment.

Our Customer Services team provides information and booking assistance to our clients whilst supporting the operational aspects of our business. You will have experience of delivering high-quality customer service, though this does not need to be in a medical organisation. You will be able to demonstrate exceptional verbal and written communication skills, good attention to detail and strong administrative/organisational skills. You must also be competent in using MS Office products and online systems.

If you would like to apply for this role please send your CV and covering letter to Steve Ward, HR Manager at [steve@check4cancer.com](mailto:steve@check4cancer.com)

For more information about Check4Cancer see our website at [www.check4cancer.com](http://www.check4cancer.com)

NO AGENCIES PLEASE