

TRAFFIC OFFICE CLERK

Following the increase in work in the traffic office Legion Group plc has a vacancy for an additional Traffic Office Clerk.

Reporting to the Accounts Supervisor, duties will involve assisting in the processing of ECN notices and parking permits and to requisition information from the DVLA, to draft letters chasing unpaid fines and in response to appeals, to take telephone queries and to organize and keep records to allow an effective audit procedure.

A successful candidate will have a good telephone manner, preferably able to demonstrate a good track record in a customer service role, have good data inputting skills, as well as good organizational and letter writing skills.

If you wish to be considered for this position, in the first instance, please send your CV to Julie Baker, Markham House, Preston PR1 1JJ (julie.baker@legiongroup.co.uk), together with a covering letter showing how your experience meets the job's requirements.

Closing date for applications: Monday 10th March 2008

Interviews will take place on the 13th and 14th March 2008

We are an equal opportunities employer