

## **RECEPTIONIST/ADMINISTRATOR (ROMSEY)**

Salary: £11.33 per hour (£8837 per annum)

Hours per week: 15 hours per week (Mon - Fri) 9.30 -12.30

We are looking for a confident, friendly, organised person to cover our reception each morning.

The role will also combine some administrative tasks like filing, phone calls, supporting the volunteers with photocopying and maintaining good records.

You will need to demonstrate the ability to:

- provide administrative support and maintain office systems
- communicate effectively verbally and in writing
- plan and organise own work
- be flexible in order to ensure the smooth running of the office
- accommodate and respond to change positively

Location: Test Valley area (Romsey)

Closing date: 29<sup>th</sup> Sept

Interviews: TBC

How to apply - please email Ange Moon [CO@testvalleycab.org.uk](mailto:CO@testvalleycab.org.uk)