**Receptionist**

**Derby**

**14 Hours per week afternoons**

**£7.83 per hour**

The YMCA is a charity at the heart of the community in Derby. We are committed to helping people at times of need, regardless of gender, race, ability or faith. Our values to Protect, Trust, Hope and Persevere underpin all of our services across the county.

As Receptionist you will be the first point of contact for residents, learners and visitors you will provide a high level of customer service; this will include:-

* Receiving customer enquiries and telephone calls.
* Various administrative duties including dealing with room hire bookings,
* Ordering stationery,
* Taking rent payments, issuing WiFi passwords, proximity cards and keys

You must have the following:-

* Proven experience in a Receptionist role
* Cash Handling experience
* Excellent interpersonal skills and communication skills
* Ability to communicate with a diverse range of people
* Flexibility to cover for holidays

If you would like an informal chat to discuss this opportunity please telephone Margaret Coward on 01332 579583.

Closing date 19 October 2018