



Reception Assistant

Team

Marketing Team

Responsibilities

- Answering telephones
- Message taking
- Responding to enquiries
- Other ad-hoc admin duties at the reception desk

Existing skills and experience needed

Essential or desirable

Good communication skills	Essential
Experience and/or confidence with telephone work	Essential
Experience of reception work	Desirable
Have undergone risk assessment and health and safety training	Desirable

Skills development offered

- Full training will be given
- Potential further development and responsibility of reception duties

Support available

- Ongoing support from the Marketing Team

Time commitment needed

- Minimum of a 1 shift a week
- Shifts available are 9:30am - 1pm and 1pm – 4:30pm Monday to Thursday, 9:30am - 4pm on Friday
- Additional shifts will be made available to cover staff holiday and sickness

Any other relevant information

- NWT operates a comprehensive Health and Safety policy that all volunteers are required to adhere to
- Tea and coffee are available

