

Reception and admin volunteer

The focus of this role is to provide a friendly welcome to learners, visitors and telephone callers, keep reception and waiting areas tidy and help with administration tasks.

Your day-to-day tasks could include:

- Presenting a friendly and professional face for the organisation;
- Using the telephone system to answer and transfer calls;
- Dealing with enquiries from learners and visitors in person and on the phone;
- Greeting visitors to the centre;
- Keeping the reception area neat and tidy;
- Working methodically to complete administration tasks such as photocopying, laminating, word processing, data inputting;
- Taking an open and non-judgemental approach with learners at the centre and making them feel welcome.

For this role you need to be able to communicate clearly in English in person and on the phone, and have basic computer skills.

You will need to commit to maintaining confidentiality and working in line with data protection practices.