

Part-Time Receptionist – Position 2

Woodford Park Leisure Centre

9 hours per week (average)

We are currently looking for a friendly and enthusiastic individual to take on the role of Part-Time Receptionist at Woodford Park Leisure Centre. The successful applicant will be well organised and reliable, with a customer focussed approach to work, and will possess a good knowledge of standard reception and administrative procedures.

Please see the job description for a complete list of responsibilities.

The successful applicant will permanently occupy the following reception shifts on a weekly basis:

Tuesdays: 4:30pm – 10:30pm (6 hours) – Every other week

Sundays: 8:30am – 2:30pm (6 hours)

Application deadline – Thursday 24th October, 11:00am

Please make it clear which day (or days) you are applying for on your application.

Applications will only be accepted on the application form provided. CVs are not accepted. Application packs may be downloaded from the Woodley Town Council website at www.woodley.gov.uk.

All applications should be returned to: Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

For more information about this post please contact:

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