

Part-Time Receptionist

Woodford Park Leisure Centre

5.5 hours per week

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:

Fridays: 4:30pm – 10:00pm (5.5 hours)

Application deadline – Monday 16th May 2022, 11:00am

Please make it clear which position 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.

Please save the blank application form to your computer before completing!

All applications should then be emailed to: jobs@woodley.gov.uk

OR

Handed in to The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

For more information about this post please contact:

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