



Volunteering Role Description

ROLE

Reception

ABOUT THIS ROLE

Very varied and very busy. Busy office dealing with customers in person and on the phone. Respond to emails and queries.

TYPICAL TASKS INCLUDE

- Directing visitors and guests
- Parcels and post sorting
- Telephoning/emailing Hannahs staff to advise when they arrive
- First aid bag – check contents weekly
- Events book – ensuring up-to-date, removing past events and placing in new posters
- Photocopying
- Laminating
- Sorting post to pigeon holes
- Telephone answering
- Distributing leaflets and magazines around site

WHAT ARE WE LOOKING FOR

- Pleasant, friendly, adaptable person.
- Must be able to multi task.
- Not easily flustered.
- Computer literate