**OPEN AGE JOB BROKERAGE TEAM: VACANCY FOR 50+ CLIENTS**

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| **Company** | Religious of Mary Immaculate Hostel |
| **Contact** | CVs to Mary Waterman  This vacancy is for people who are 50+ |
| **Telephone** | 07766752093 |
| **Email** | mwaterman@openage.org.uk |
| **Hours** | **Work Hours**: Tuesday and Friday 7:30-12:30 pm  Sundays 8.00 – 4.00 p.m.  Total of 18 hours per week |
| **Full-time/Part-time** | Part Time |
| **Location** | London SW7 4RN |
| **Salary** | £8 per hour |

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| **JOB DESCRIPTION PART TIME RECEPTIONIST**   * Welcomes visitors by greeting them politely, in person or on the telephone * Answering or referring inquiries with complete information regarding Hostel inquiries or other queries * Directs visitors; giving instructions regarding visitors regulations in the hostel * Maintains security by following procedures; monitoring logbook (nights out book for students suppliers book for Providers and Visitors’ log in book.) * Maintains safe (Fire Alarm system) and clean reception area by complying with procedures rules, and regulations. * Maintains continuity among Sisters and day time receptionist by documenting and communicating actions, irregularities, and continuing needs * Contributes to team effort by accomplishing related results and flexibility in working hours as needed   **Receptionist Skills and Qualifications:**  Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure. |