**Reception Assistant**

**Job Responsibilities:**

* Providing a warm and friendly welcome to our members and assisting them with any inquiries.
* Booking members in for activities, checking registers and taking payment on arrival.
* Assisting people to become members and providing them with the relevant information.
* Answering the phone, transferring calls and taking messages.
* Assisting with outreach and marketing.
* Updating registers, attendance databases and keeping members details up to date.
* Any other administration duties as required.

**Desired Attributes or Willingness to Learn:**

* Friendly and reliable.
* Passion for working with the public, particularly the older generation.
* Knowledge of Microsoft Word and Excel.
* Numeracy Skills/ Cash Handling.