



Community House Bromley

Receptionist Role (P/T)



What will you do?

- Be the all-important first point of contact for visitors to Community House
- Help and direct visitors to their destination including our Café
- Accept correspondence and deliveries for one of our 14 tenant charities
- Act in Community House best interests at all times



How much time do you need to give?

- As much time as you can, ideally a fixed time and day each week so we can plan
- Be available occasionally to be flexible if we are in a busy period



What do you need to have?

- A positive, enthusiastic and helpful disposition at all times
- An ability to communicate with the variety of visitors and users to Community House
- The willingness to help out with clerical or other tasks to assist the smooth running of the building



What's in it for you?

- Have real, positive and practical impact in your community
- Gain new and build on your existing skills and experiences
- Be part of our team ensuring the smooth running of Community House Bromley