

Part- Time Receptionist

Role Outline

Supporting the Fundraising Department you will be based on the reception desk. Your main duties will include welcoming visitors into the department, receiving and directing incoming telephone calls, receiving and recording donations, processing the incoming and outgoing post and supporting the fundraising team with administrative tasks.

The ideal person will be reliable, friendly good with people and have a good telephone manner. Computer skills are essential.

This is a part-time position and hours can be arranged to suit. The position is unpaid as it is a Hospice volunteer role

If you think you would like to be part of a very friendly and rewarding team then please contact Fundraising on:

Tel: 01782 344304, Email: fundraising@dmhospice.org.uk

NB: Should the informal meeting be successful for both parties we will pass your forward to go through the official Hospice Volunteer Application process.

Skills/qualifications

	Essential	Desirable	Training given
Good Telephone Manner	✓		
IT literate			✓
Customer Service Skills	✓		
Money handling			✓

Availability

- Weekdays only
- Monday to Friday
- 9am till 5pm
- 4 hour shifts