

Receptionist & Admin Support Officer



OSMANI CENTRE

Hours: 37.5hrs per week

Salary: £14k - £15.5k (*depending on qualification, skills and experience*)

Duration: Fixed Term to March 2013

(Possibility of extension subject to funding and achieving performance targets)

Osmani Trust is a youth and community organisation based in Tower Hamlets and Newham. The Trust offers a wide range of community, health and sporting initiatives tailored to the needs of the community.

We are seeking to recruit a mature, friendly and customer focused individual with good communication skills to operate our front reception at the Osmani Centre. You will be the first point of contact to the organisation. You will meet and greet all guests to the centre in a friendly and courteous manner. You will answer telephone calls and transfer to relevant people. You will ensure that all guests and visitors are signing in and out of the building as directed.

You will have good communication skills both written and verbal. You will have a mature, polite and friendly manner with good telephone ethics. You will have good clerical and administrative skills and have the ability to use IT word processing and spreadsheet packages, email, Internet and other office equipment. You will carry out any administrative duties allocated by the Business development Manager within given deadlines.

Please see attached JD and PS for this role. The successful candidate will be appointed subject to an enhanced CRB check and satisfactory reference checks. Should you have any further questions or queries than please do not hesitate to contact me.

If you feel you are the right candidate for any of the above posts, download an Application Form, Job Description and Person Specification from our website.

Please note that CV's will not be accepted.

Closing date for completed application forms:
Interviews are scheduled for week commencing:

5.00pm, Friday 5th October 2012
Monday 8th October 2012

Abu Hasanath – Business Development Manager

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