



## Halifax Opportunities Trust is looking for a dynamic and enthusiastic individual to join our dedicated team ...

**RECEPTIONIST**  
**11.5 hours per week**  
**£5,696.29 actual per annum**  
**Based at Hanson Lane Enterprise Centre**

We are now looking for a passionate and enthusiastic team member, to act as a central reception point for staff, tenants and visitors to the Hanson Lane Enterprise Centre.

You will carry out reception duties including welcoming visitors, answering telephone enquiries and performing general administration work for the Business Services Manager and other Trust staff.

You will need:

- Some experience of using computerised information systems, including MS Office
- Ability to work as a member of a team in a multi-cultural environment
- A non-judgemental, respectful, patient and sensitive approach to all visitors
- Ability to communicate clearly, both on the phone and face to face
- GCSE or equivalent standard in Maths and English at Grade C or above

Halifax Opportunities Trust is committed to safer recruitment policies and practices. This includes appropriate DBS (disclosure & barring) checks for all, ensuring references are taken up and adequate training on safeguarding adults.

***Closing date for applications is Monday 9<sup>th</sup> August 2021 @ 5pm***  
***Interviews to be held on Thursday 12<sup>th</sup> August 2021***

***For an informal discussion regarding the above post please contact***  
***Jason Bell on 01422 399405***

**To apply, please visit our website on [www.regen.org.uk](http://www.regen.org.uk) and download an application pack**

***Please note that we do not accept CVs as a form of application.***

***Halifax Opportunities Trust is an accredited organisation of the Living Wage Foundation***

