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**RECEPTIONIST**

**Salary £20,623 pa**

**Alresford, Winchester**

We are looking for a Receptionist for the Diocesan Office and Old Alresford Place Conference Centre acting as the first point of contact for visitors and hirers, responding to general enquiries and managing bookings and events including advising on facilities, costs and services.

Excellent customer service and front of house skills including a confident telephone manner and welcoming and friendly demeanour are essential.

* 35 hours a week with 25 days holiday per annum and 15% pension contribution
* Own transport essential due to our location
* Application pack is available at: [www.winchester.anglican.org/current-vacancies/](http://www.winchester.anglican.org/current-vacancies/)

**Application closing date: 1.00 pm on 25 January 19**

**Interview date: 4 February 19**

CVs will not be accepted