

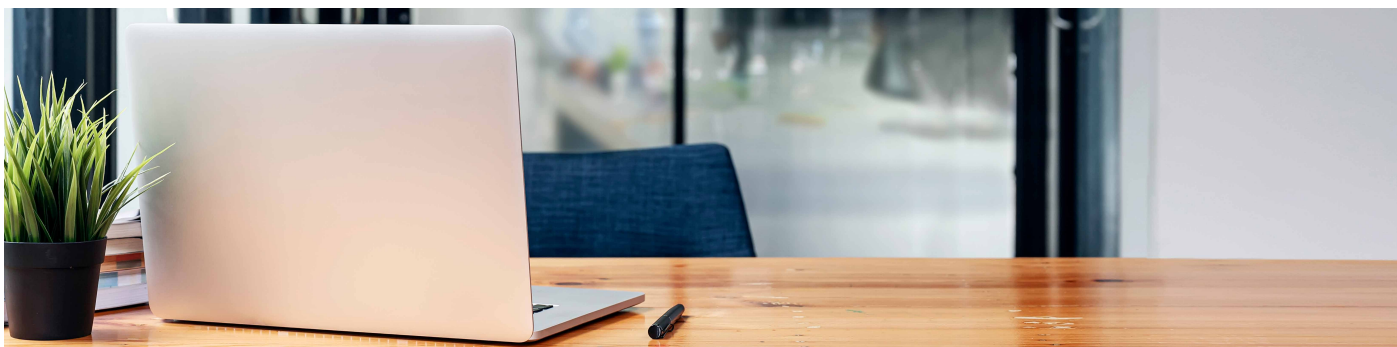
Volunteering opportunity

Ipswich Day Opportunities Receptionist

Flexible hours: Monday to Friday, 9:15am to 3:30pm

Service overview:

We offer a rich and diverse programme of recreational, learning and employment opportunities for adults with disabilities from our centre in Ipswich.



Role description:

- Reliable, patient and enthusiastic with good people and communication skills.
- Able to greet visitors and customers in a friendly way.

Key responsibilities:

- Greeting customers & visitors.
- Handling queries via phone and face-to-face
- Transferring calls as necessary.
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Shredding.

If you are interested please get in contact with Papworth Trust Volunteering department:

01480 357292

volunteering@papworthtrust.org.uk

www.papworthtrust.org.uk/volunteering

