



### **Receptionist/Administrator**

Based Ocean House, Bracknell

29.6 hours per week

£19,542 - £21,043 P.A Pro-rata

Do you have the passion and commitment to help young people? Are you flexible, adaptable to change and open to new and innovative ways of working? Adviza is a large, vibrant and innovative youth charity working with young people to help them make the best of their lives.

We are looking for a friendly and professional receptionist to provide a service for visitors and callers to our Support Centre, which is open between 9.00 am and 5.00 pm Monday to Friday. This will include message taking, signing for deliveries, keeping the area clean, professional and tidy and training all staff on the reception rota.

You will be managing the internal and external post function including provision of stamps, timely forwarding of mail. Also management of the staff contact and telephone extension lists, ordering and maintenance of all office and catering supplies.

The jobholder will be using the internal finance system to raise POs and process invoices, as well as providing a range of further administrative duties to the wider support team as required, to a high standard and to meet deadlines. The jobholder will also manage all administration associated with premises and health and safety.

To access an application form for this post please visit our website <http://www.adviza.org.uk/about-us/work-for-us> or for queries please contact HR on 0118 402 7175. Please return your completed application form to [hr@adviza.org.uk](mailto:hr@adviza.org.uk)

**Closing date: 5:00pm Wednesday 6<sup>th</sup> December 2017**

**Interview date: Friday 15<sup>th</sup> December 2017**

Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every disabled candidate who meets the minimum criteria will be offered an interview.

#### **Our Benefits:**

Adviza offers a competitive benefits package including 28 days annual leave which increases to 31 days after 2 years (pro-rata for part time), flexible working arrangements.

**Adviza has been named in the Sunday Times Top 100 Best Not-For-Profit Organisations to Work For list for the last seven years**

