

Vacancy Summary

Job Title:	Receptionist
Salary:	£18,295 per annum (FTE)
Location:	Chilcomb, Winchester
Hours:	37 hours per week (Monday to Friday, start time 8:30 am)
Type of Contract:	Permanent

The trust is seeking a friendly and organised professional first point of contact of the trust in the position as Receptionist at our busy head office site at Chilcomb. In this role you will represent the values and high service levels of the trust to visitors, colleagues and contractors at the site, ensuring that their queries and needs are met efficiently and professionally.

The successful candidate will have experience in a customer facing or receptionist role, have exceptional organisational and communication skills, both verbally and in writing. They will be able to demonstrate proficiency in telephone use and manner together with Microsoft Office applications.

If you have the experience required alongside a positive and proactive approach to resolving problems, pride in achieving high standards, an enquiring mind and relish being part of a busy and productive team please apply by emailing your CV and a covering letter explaining what makes you a great candidate to: hr@hampshireculturaltrust.org.uk

Closing date for applications: Wednesday 12 December 2018
Interview date: 19/20 December 2018

About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.