

## Job Description

**Job Title** Receptionist

**Responsible to** Manager

This is a non-paid internship for three days a week (6 – 9 months)

### **Main Purpose of Job**

To be the first point of contact for members and the public. To provide administrative support to ensure the smooth and effective running of the NWCI.

### **Key Areas of Responsibility:**

1. To be first point of contact for members and the public
2. To deliver information, advice and referral services
3. To open post and record same.
4. To maintain and update NWCI network and databases
5. To provide administrative support to Manager
6. To maintain and order office stationery when required
7. To maintain and order kitchen supplies when required
8. To co-ordinate NWCI calendars
9. Attend team meetings and take minutes when required
10. Attend supervision sessions with Office Manager