**We are looking for a friendly and confident part-time Receptionist Administration assistant to join our friendly team.**

We are looking to appoint to appoint a receptionist/administration assistant to join our friendly office team on a **1 year** **fixed term contract with potential to extend**

You will have experience of an office environment with both reception and admin experience, as well as excellent IT skills.

This is a part-time role, 25 hours per week which will be deployed Monday to Friday, 9am – 2pm.

£9.00 per hour

**About us…**

Horsham Matters Ltd is a charity delivering projects that provide practical support to those who are in need across the Horsham District. Our delivery includes:

* Our Charity Superstore, Redkiln Way, Horsham which sells donated furniture, electrical items, household goods etc. Donated items are received and sorted by staff and volunteers at our Donation Centre in Blatchford Road.
* Crisis support to Horsham residents through delivery of the District’s Foodbanks; Community Meal; provision of furniture to those moving in to temporary/permanent accommodation and supporting the street homeless

**To apply for this position, please contact the Horsham Matters office, 0300 124 0204 to request an application pack.**

**Closing date: Wednesday 28th October 2020, Interviews Tuesday 3rd November 2020**

***Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.***