

Reception/Front Office Volunteer

**Do you love being in a team environment?
Join Sandybeach Centre's reception team!**

If you enjoy...

- customer service
- in-person and phone enquiries
- assisting students enrolling in courses and activities
- process payments and issue receipts
- general administrative tasks

And you have...

- computer skills (Microsoft Word and Excel)
- excellent telephone manner
- ability to work in a people-oriented environment
- good attention to detail

We want you!

Successful volunteers will receive an orientation to Sandybeach Centre and on the job training from staff.