

TAMESIDE SPORTS TRUST
PART TIME RECEPTIONIST/ CLERK
KEN WARD CENTRE
HATTERSLEY

£6.47—£8.00 per hour + unsocial hours payment

Please quote TST 565
Closing date 9th June 2010

We are experiencing an exciting phase in the growth and expansion of our organisation, with the opening of a new leisure facility in Hattersley.

Looking for a career in leisure? Join us, we can provide the challenges and opportunities you are looking for!

You will be responsible for providing an efficient and effective reception service to customers, including provision of information, maintenance of the booking system, cash handling and general duties.

We are looking for people with previous experience of dealing with the public and preferably experience of clerical and reception duties gained within a similar environment. You will have good numeracy skills and be an effective communicator.

Hours available may include mornings/afternoons/evenings and weekends.

We offer excellent terms and conditions including membership of the Greater Manchester Pension Fund (final salary scheme), a generous holiday entitlement and free use of facilities (restrictions apply).

Application forms can be accessed from www.tamesidesportstrust.com

You can download an application form which can be completed electronically or printed and completed as a paper document an information pack is also available.

Applications can also be requested via email linda@tamesidesportstrust.com
Or phone 0161 609 1266.

Applicants are particularly welcomed from Afro Caribbean/Asian people and disabled people who are under represented within Tameside Sports Trust.

Successful candidates will be required to apply For an Enhanced Disclosure from the Criminal Records Bureau.

Tameside Sports Trust has a no smoking policy.

