

Admin. Support

We need a receptionist at our Bromley Town office on a Friday morning 9.30 am to 1.30pm. Good interpersonal skills are essential. Minimum time commitment 1 year.

We also need admin. support at our outreach centres at Orpington on a Tuesday morning and/or Friday afternoon, and at Cotmandene on a Tuesday morning. Good computer skills are essential as is experience with various software packages and working in a busy office. Good interpersonal skills, both face to face, on the phone and in writing are also required. Minimum time commitment 1 year.