**JOB ADVERT – RECEPTIONIST (12 months fixed term)**

£8.75 per hour. Up to 35 hours per week

This is an exciting opportunity to join the Welsh Wound Innovation team based at its Centre in Llantrisant. We are currently looking for an experienced receptionist to join our team for a one year period to cover maternity leave.

As the receptionist you are our first point of contact for visitors, patients and staff. Accordingly, you should be welcoming, personable, helpful and able to represent the company in a friendly and professional manner and represent our vision and values.

You will be heavily involved in the daily running of the centre including maintaining calendars, greeting and directing visitors and enquiries and ensuring the reception area is clean and tidy. You will also be involved in the co-ordination of events held at the centre.

You will be required to undertake a range of administrative duties to assist in the smooth running of the centre, these may be varied from time to time under the direction of the Executive Officer.

We are looking for an experienced receptionist with great interpersonal skills, able to work flexibly and independently, as well as part of a team.

If you’re interested in learning more about this exciting role, please download the job description and contact Rachel Davey for informal enquiries on 01443 443891.

Please note, we do not use recruitment agencies, therefore only direct applications will be considered.

To apply, please submit an expression of interest letter outlining your suitability and a copy of your CV to [Rachel.Davey@wwic.wales](mailto:Rachel.Davey@wwic.wales) by Thursday 29th March 2018.