

**Front Desk Volunteer**

H4All CIO is a Charitable Incorporated Organisation (CIO) made up of five prominent third sector charities: Age UK Hillingdon Harrow & Brent, DASH, Hillingdon Carers, Harlington Hospice and Hillingdon Mind. With our partners, we deliver a wide range of Wellbeing and [Social Prescription](https://www.h4all.org.uk/social-prescribing) services in the London boroughs of Hillingdon, Hounslow and Harrow

​The main purpose of role is to ensure the door entry system is used properly and that visitors are directed to the correct office/tenant. Accept deliveries for tenants and ensure tenants collect packages and post as and when necessary. Answer telephone and re-direct the caller to appropriate tenant.

 **Availability**

The role is required every Monday from 12:00 to 16:00. There may be other time slots dependant on rotas and is open to discussion.

 **Location**

The role is based at Key House,106 High Street Yiewsley Middx UB7 7BQ

 **Key responsibilities**

To provide a warm, welcoming and friendly service.

Directing visitors to the correct office/tenant.

Ensure all visitors and staff sign in and out as they arrive/leave.

Uphold all health, safety and security measures in place at Key House

Maintaining training room bookings

**Specialist skills and knowledge**

Good communication and interpersonal skills

Basic telephone and PC skills such as scanning, printing and maintaining records

High standards of professional behaviour and appearance

**How to apply**

To apply for this role please visit our website and complete an on-line application form. Alternately, please contact us by

e-mail: Volunteerhub@h4all.org.uk or telephone 07738 11249.

You can return the application by email or post it to: H4All , Volunteer Hub, Key House, 106 High Street, Yiewsley, Middlesex, UB7 7BQ



