



Receptionist (2 part-time vacancies) **Cambridge Conservation Initiative,** **David Attenborough Building, Cambridge**

CCI Services Ltd is seeking two part-time Receptionists to help provide a welcoming front of house experience at a vibrant central Cambridge Campus composed of 400 staff from ten organisations. Together, these organisations form the Cambridge Conservation Initiative (CCI), the world's largest cluster of nature conservation organisations.

The role involves working within a team of four reception staff to provide a friendly and professional front of house experience for staff and visitors using the Campus. The successful candidate will have excellent customer service skills and enjoy working with people. Two part-time positions are offered each on a one-year fixed term contract (maternity cover). Opportunities exist for additional hours.

Application procedure:

Interested applicants should send the following two items, by email, to Jack Foxall, Campus Manager (jack.foxall@cciservices.co.uk) by noon on **Friday 12th October 2018**.

1. Letter expressing your interest for the position and your suitability for the post against the key responsibilities, skills and experience outlined in the accompanying job description.
2. Full CV.

Interviews will take place in The David Attenborough Building on Wednesday 17th October. The position is vacant from end of October 2018.