**Receptionist/Admin**

**Job description**

Making The Leap is a charity committed to helping young people realise their full potential. We have helped thousands of young Londoners into great opportunities, and have built pioneering training programmes to raise the aspirations of pupils in some of London’s toughest schools.

We are now seeking a bright, friendly and hard-working person to join as Receptionist/Admin to provide essential administrative support to the team. This is a ‘full-on’ role within an excellent organisation and a great opportunity for someone that wants to be at the very core of what we do. It is a very important role, as the successful candidate will often be the first person from the charity that our visitors and young people meet.

Salary - £17,200

Location - Kensal Green, London

**The Role:**

* Receive, assist and direct all visitors in accessing the appropriate service in a courteous, efficient and effective way
* Provide general assistance to the team
* Project a positive and friendly image to our young people and other visitors, either in person or via the telephone

**The Person:**

* Friendly, ambitious and have a ‘can do’ attitude
* Bright, hard-working and the ability to communicate well, both in-person and on the telephone
* Have the ability to work with existing administration systems and procedures
* Very competent on business packages such as Word and Excel
* Very organised and the ability to multi-task
* Great attention to detail
* Team player
* Tactful and diplomatic
* Ability to handle extremely confidential information
* Ability to work to deadlines
* Ability to work under pressure
* Adaptable

\***Please note: Any application that does not include a covering letter will not be considered.**

If you wish to be considered, please e-mail us your CV and a Covering letter explaining your interest in this position to Bethany Proud @ bethany.proud@mtl.org.uk