

## **CASUAL RECEPTIONIST**

Communities@Work is a large not for profit community based organisation caring for people in all stages of life.

We are seeking applications from people interested in casual relief work as a receptionist at our Tuggeranong Community and Function Centre office attending to enquiries over the telephone and personally from staff, clients and visitors. The position provides support across a broad range of functions including receipt of payments, account processing and taking bookings for child care and functions at the Centre.

We offer competitive remuneration, including tax effective salary packaging. Duty Statement, Selection Criteria and Application Form can be found at our website [www.commsatwork.org](http://www.commsatwork.org) or from Ray Ezard on 6293 6500.

Applications should be received by 8 September 2010. To apply, please email your resume to Ray Ezard, Manager Human Resources at [ray.ezard@commsatwork.org](mailto:ray.ezard@commsatwork.org) or Communities@Work, PO Box 1066, Tuggeranong ACT 2901.