

Saint  
Columba's  
House



## **Part Time Front of House Administrator**

**£27,500 pro rata (£14.10 per hour)  
16 hours Weds-Fri**

St Columba's is a Christian retreat and conference centre in Woking with residential and day guests. Running the busy front office requires excellent organisational, computer and people skills and a flexible working approach to handle everything from responding to enquiries, preparing meeting rooms, welcoming guests, troubleshooting problems and managing an online booking system.

This is a demanding role within a friendly, attractive place working as part of a small team. Applicants need to be sympathetic to the work of St Columba's House, which, while rooted in our Anglican foundation, welcomes clients from all faiths and none.

The post holder would be expected to work a mixture of shift times between 9.30am-5pm Wednesday to Friday.

Applications by e-mail; CV with covering letter to Elaine Derrick, Front of House Team Leader [adminlead@stcolumbashouse.org.uk](mailto:adminlead@stcolumbashouse.org.uk)

For a job description visit our website [stcolumbashouse.org.uk](http://stcolumbashouse.org.uk)