

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. Previous experience of working within administration and/or hospitality would be an advantage.

The post holder would be expected to work the following hours:

Wednesday 9am to 3pm  
Thursday 9.30am to 1.30pm  
Friday 11am to 5pm

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)**

St Columba's House is wholly owned by St Peter's Charity, registered charity in England and Wales 1177879 charitable company limited by guarantee registered in England number 11142467