

Interested in working at 44 Portland Place?

We are currently seeking suitable candidates to fill the following positions:

General Assistant/ Evening Supervisor

To be responsible for undertaking a range of administrative and reception duties, including room and equipment set up and equipment maintenance and to provide general technical support to users of the building. In addition, this post holder will act as the evening supervisor between 17:30 and 21:30.

**Hours of work: 35 pw, 13:30–21:30 Mon-Thu,
12:30-20:30 Fri**

Salary: £20,254 pa inc.

Evening Receptionist

To undertake a range of administrative and reception duties including answering personal and telephone enquiries, helping to set up rooms and equipment and assisting in the office, gym and changing rooms and the café as required.

**Hours of work: 20 pw, 17:30–21:30 Mon-Thu,
16:30-20:30 Fri**

Salary: £10,160 pa inc.

Saturday Receptionist

To undertake a range of administrative and reception duties including answering personal and telephone enquiries, helping to set up rooms and equipment and assisting in the office, gym and changing rooms and the café as required.

Hours of work: 7 pw, 09:30–17:30 Sat

Salary: £3,556 pa inc.

In accordance with The Sex Discrimination Act 1975 Section 7 (2)(b) we can only accept applications for these posts from female candidates.

The closing date for applications is midday, 5 Thursday February 2009.

To apply for one or more of these posts and for more details and application forms, please contact staff on 020 7631 0124 or:

e-mail: info@44portlandplace.org.uk