



## **Senior Receptionist Cambridge Conservation Initiative, David Attenborough Building, Cambridge**

CCI Services Ltd is pleased to announce this exciting vacancy for a Senior Receptionist who will lead the Reception desk at a vibrant central Cambridge Campus composed of 400 staff from ten organisations. Together, these organisations form the Cambridge Conservation Initiative (CCI), the world's largest cluster of nature conservation organisations.

The role will involve managing three reception staff and providing a friendly and professional front of house experience for staff and visitors using the Campus. The successful candidate will have excellent customer service skills and enjoy working with people. Opportunities exist for additional hours.

### **Application procedure:**

Interested applicants should send the following two items, by email, to Jack Foxall, Head of CCI Services ([jack.foxall@cciservices.co.uk](mailto:jack.foxall@cciservices.co.uk)):

1. A covering letter of no more than 500 words, expressing your interest for the position and your suitability for the post against the key responsibilities, skills and experience outlined in the accompanying job description.
2. Full CV.

The deadline for applications is **12:00 noon on Tuesday 19<sup>th</sup> February 2019**.

Interviews will take place in The David Attenborough Building on **Tuesday 26<sup>th</sup> February 2019**.

The position is currently vacant.