

**Care Home Receptionist, Merton Place**  
**Part Time, 6 Month Fixed Term Contract**  
**18.5 hours per week**  
**£20,152 per annum pro rata**

ClwydAlyn Housing is a well-established and respected provider of housing and related services across North Wales, where people are at the heart of everything we do.

We are on an exciting journey which will see us implement a new business plan focused on tackling poverty across North Wales where we provide our homes and services. Everything we do is based on our values of Trust, Kindness and Hope. We are looking for someone that lives and breathes these values!

We are looking to work with an experienced Receptionist/Administrator, who will join the team as a Receptionist at our Care Home Merton Place. This is a part time temporary role working 18.5 hours per week for 6 months.

As a member of Working Families, we are continuously developing our flexible working approach, and can offer real choice around the hours and days that you work. We want to work with you to find the best way of working for both of us!

I would be really keen to hear from you if you have experience of working in a diverse receptionist/administrative role where people are at the heart of what you do.

You don't have to have worked within a Care Home environment although that would be an advantage. You will be extremely organised and take a people centred approach, providing an efficient service with excellent customer service to the internal team and external clients/visitors.

Do you enjoy having something different to do every day? Do your strengths lie in being organised and being able to manage a number of different work priorities? Do you enjoy working in a team where people are at the heart of everything?

In addition to the above, you will be empathetic, with a drive and passion for helping people. You will need you to be numerate with excellent IT skills and enjoy working independently and as part of a team.

We offer a range of benefits which include 25 days annual leave plus bank holidays (full time equivalent), life assurance, matched pension contributions, EAP scheme and voluntary benefits.

To apply please email [peopleteam@clwydalyn.co.uk](mailto:peopleteam@clwydalyn.co.uk) explaining why you want the role, what you can bring to it and attach a copy of your CV.

The closing date for applications is 10<sup>th</sup> May 2021.