

Port Melbourne Neighbourhood House

Aim / Mission of Organisation:

Port Melbourne Neighbourhood House aims to provide a warm, welcoming and supportive environment for local residents, encouraging the meaningful participation of all residents in the social and cultural life of the community and to facilitate the realization of people's aspirations and interests through the provision of affordable and inclusive courses, projects and groups.

Vacancy Name: Reception

Tasks / Duties: To provide general administrative support for the reception area of the Port Melbourne Neighbourhood House.

- Providing reception services to PMNH
- Answering phones
- Handling inquiries and enrollments for courses
- Managing mail

Skills & knowledge: Basic computer skills
Experience with Word, Excel an advantage

Training provided: Orientation to the Neighbourhood House
Office procedures
Occupational health and safety training

Days required: Either Monday, Wednesday or Thursday

Location of position: Port Melbourne Neighbourhood House
Cnr Nott And Liardet Sts, Port Melbourne

Contact Person: Julie-Ann Leslie, Volunteer Program Coordinator

Contact details: 9645 -1476
volunteer@pmnh.org.au