



HorshamMatters
Helping to Make a Difference

Reception / Admin Supervisor

Horsham Matters develops, commissions and delivers services that enable the churches of Horsham District to offer practical support, demonstrating God's love and concern for local residents. In short, we aim to show that Horsham matters.

We are currently looking to recruit an individual with good organisational and customer focused skills working at our busy warehouse in Horsham. This will include providing a warm welcome to all our donators and provide admin support to the warehouse and office staff. This will include assisting where needed with organising deliveries and collections, maximising customer and donator satisfaction and managing the Gift Aid administration.

This is a part-time post, 10am to 3pm, Tuesday to Saturday and carries a salary of £8 per hour. Job share maybe considered. It will be based at Horsham Matters' warehouse in Horsham.

For full details of the role and an application form, please contact Guy Sherlock on 01403 211833 or guysherlock@horsham-matters.org.uk.

The closing date for applications is midday on Feb 13th and interviews will take place later that week.