**Receptionist**

**Job Advertisement**

**Midlas**

Midlas is a Community Legal Centre in Midland that provides holistic support and

community services for people experiencing Family Violence, Financial Hardship,

Eviction, or people with a Disability.

**The Administration Team**

The Administrative team are our client’s first introduction to Midlas. The Reception team welcome clients to our service over the phone, or in person, and provide a safe, approachable, and welcoming environment for everyone accessing our service.

**About You**

We are looking for a customer service superstar who can work with people from all walks of life and has a flair for making people feel at ease. You have experience working with people who are in a crisis, and work well as part of a multidisciplinary team.

**Key duties**

1. Manage a busy incoming phone line
2. Welcome people coming into our service and make them feel at ease
3. Provide administrative support to the teams as needed
4. Update information in Excel sheets and our Client management System
5. Support clients to access Emergency Food Relief