



German
Historical
Institute
London

Max Weber
Stiftung

Deutsche
Geisteswissenschaftliche
Institute im Ausland

Receptionist / General Assistant (must be available for evening and weekend work)

Part-time (20 hours per week), initial 12 months contract with the possibility of becoming permanent. Based in WC1.

We are urgently seeking a bright and engaging Receptionist / General Assistant to start as soon as possible.

Main duties and responsibilities

- Meet and greet / act as first point of contact for visitors
- Manage event registration, hand out event packs to participants in close cooperation with the event manager
- Answer enquiries in person, by phone and email
- Receive deliveries and distribute as appropriate
- Liaise with the facilities manager to provide support as required
- Assist with other administrative duties as necessary, including cleaning library books using specialist equipment

Skills and Ability

Essential

- Outgoing, polite and friendly manner
- Exceptional telephone and face-to-face communication skills
- Flexible approach and enthusiasm for working with students, academics and the public
- Team player as well as self-motivated
- Prepared to work evenings and weekends when few other staff are present in the building
- Availability for weekly evening duties (once or twice a week) until 8pm (occasionally later)
- Availability for occasional Saturdays during conferences (about 7 times per year)
- Flexibility to accommodate variable distribution of working hours per week
- Integrity and the ability to build working relationships easily
- Ability to work at heights
- Physical fitness and agility

Desirable

- Basic German
- Ability to prepare basic statistical material in Microsoft Excel

The annual salary will be **13,800 GBP for 20 hours per week**. The closing date for applications is **30.06.2018** Interviews will be held in **August 2018**.

To apply, please send a full CV, a covering letter outlining your motivation and what makes you suitable for the role and any other documents that might support your application to bewerbungen@ghil.ac.uk.

Applicants must be able to demonstrate their legal right to work in the UK. If you hold German or another EU citizenship please contact the administration, verwaltung@ghil.ac.uk, for advice on the tax implications involved.