



## Employment Vacancy

Name of Club:-	<input type="text" value="The Travellers Club"/>	ALC Ref No:-	<input type="text" value="TR01"/>
Job title:-	<input type="text" value="Front Hall Porter"/>	Full/part time:-	<input type="text" value="Part-time"/>
Location:-	<input type="text" value="Front Desk/Reception"/>	Duration:-	<input type="text" value="Permanent"/>
Brief Job Description:-	<input type="text" value="To assist the Reception Manager, &amp; deputise as required, in the effective &amp; efficient running of the Front Desk &amp; associated areas."/>	Hours/week:-	<input type="text" value="30.5"/>
		Wage/Salary:-	<input type="text" value="£8.70 per hour"/>
Contact Name:-	<input type="text" value="Douglas Stoffbery"/>	Telephone No.	<input type="text" value="020 7930 8688"/>

### Office Use Only

Date posted:-  Expiry Date:-

When complete please post or email this form to the ALC Secretary.

This vacancy will expire automatically after 3 months unless specifically extended by the nominating club. It is requested that the ALC Secretary be notified as soon as vacancies have been filled so that the notice can be withdrawn.