



## Receptionist

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**Collenette Jones is an independent Guernsey firm that specialises in the provision of accounting, audit, taxation, business advisory and pension services to the Guernsey community.**

Due to the pending retirement of one of our reception team, we are looking for a part time Receptionist. The successful applicant will need to be friendly, approachable and be able to deal with people from all walks of life. Whilst training in our IT systems will be given, being familiar with Microsoft Office software and databases in general would be advantageous.

The position is for 21 hours per week (Wednesday – Friday, 9am – 5pm).

Our out-of-town offices offer a friendly, relaxed working environment, with easy parking. In addition, we offer a competitive salary and generous holiday entitlement.

More information on our firm can be found on our website.

To apply please write or email, enclosing your CV and a covering letter, for the attention of Gareth Nicolle, Director, at the address below:

### **Collenette Jones**

Crossways Centre, Braye Road, Vale, Guernsey, GY3 5PH  
E: [gareth@cjco.gg](mailto:gareth@cjco.gg) T: 246324 W: [cjco.gg](http://cjco.gg)

