

VOLUNTEER ROLES

<p style="text-align: center;">Department or team: Various Role: Admin Assistant</p>
<p>About the department</p> <p>We require admin assistants for fill different roles and work at different levels in the organisation to improve the charity's efficiency. Assignments can vary from Reception, Accommodation admin to supporting a director and their PA. Many of the opportunities have a fixed term and are on a project basis, allowing for flexibility.</p>
<p>What the role involves and regular duties</p> <ul style="list-style-type: none">• Word processing• Research projects• Spreadsheets• Making-up information packs• Photocopying• Laminating• Organising
<p>Required ability, skills for the role</p> <ul style="list-style-type: none">• Good working knowledge of Microsoft office packages• Attention to detail• Methodical approach• Ability to manage own workload• Work to deadlines• Can pre-prioritise jobs if necessary
<p>Desirable and useful characteristics and experience to further enhance the role</p> <p>A careful and measured approach.</p>