



## **Administrator volunteer**

Do you pay attention to the small details? Have you got good communication skills? If you answered yes to both of these questions then we need your help with essential administration tasks.

<b><u>Where</u></b>	<b><u>When</u></b>	<b><u>Estimate of time needed</u></b>
Remote opportunity	Either in or out of office hours	3 hours a week

## **What will you be doing?**

We would like the volunteer to help with:

- inputting data on spreadsheets
- formatting documents
- arranging meetings
- creating forms
- contacting potential customers
- answering queries via email



## **What are we looking for?**

We are looking for a volunteer who:

- has excellent communication skills
- is comfortable using Powerpoint, word and Excel
- is organised
- has experience completing administration tasks
- is a team player

## **What difference will you make?**

Your help will contribute to us meeting our social aims.

## **What is in it for you?**

- free access to a 24/7 well-being helpline
- training
- the opportunity to use your skills and experience to help a not-for-profit develop
- an opportunity to gain new skills
- invitations to exclusive Say It With Your Chest events
- great experience to put on your CV
- flexible volunteer hours that fit around you
- being part of an organisation with like-minded people

**[APPLY NOW TO JOIN THE TEAM](#)**