

Admin Support/Office Assistant

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| Role/title of Volunteer Position | Admin Support / Office Assistant |
| Starting date | Immediate |
| What specific tasks will the volunteer be expected to undertake? | <ul style="list-style-type: none"> ● Making telephone calls ● Entering volunteers data into data base ● Completing stock takes ● Making spreadsheets ● Making word documents ● Calling suppliers for quotes ● Ordering stationary ● Filing / Archiving files ● Sending out invoices ● Sending emails |
| Are there any particular qualifications/skills and personal qualities necessary for this position? | <ul style="list-style-type: none"> ● Excellent office and IT skills – proficient in using micro-soft word/excel ● Excellent telephone manner. ● Advanced Business English level. ● Proficient in email writing to business English level ● Organised and attentive to detail. ● Excellent interpersonal skills ● Friendly and enjoys working as part of a team. ● Good time keeping ● Commitment to the ethos of Camara |
| Minimum length of commitment from volunteer? | 3 months, 20 hours per week |



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| Which days and at what times per week/month do you require assistance? | Mon-Fri |
| Other Information | |

