



Volunteer Administrative Assistant

Role:

- Answer the phone in the office and deal with basic enquiries
- Ensure main office and all surgeries are stocked with copies of relevant forms
- Data entry of monitoring information
- Other basic administrative tasks

Skills needed:

- Basic level of computer literacy
- Ability to maintain confidentiality
- Clear and polite phone manner

Commitment:

- Between half a day a week and five mornings a week (negotiable)

Support offered:

- On-the-job training
- Regular supervision

If you are interested in applying to volunteer for this position, please call us on 020 7359 6242 and ask to speak to Debbie Gold.