



ROLE PROFILE

ESTATES ADMINISTRATOR VOLUNTEER

We are looking for volunteers to help the Estates Team with a range of admin tasks in their office.

RESPONSIBILITIES

- General administration tasks including filing, photocopying and responding to emails.
- Assist with new documentation.
- Data entry and update/maintenance of existing information.

TIME COMMITMENT

- One day a week, one six hour shift (start time to be discussed).

EXPERIENCE & TRAINING

- Knowledge of IT packages to include Microsoft Office.
- Experience of a wide range of administration skills would be advantageous as well as a high level of attention to detail.

QUALITIES REQUIRED

- Work as part of a team and pitch in, but also confidence to work on your own when needed.
- Willing to learn new skills.
- Good communication and conversational skills.
- Polite, approachable, friendly and professional manner.
- The ability to do research to obtain and follow through on quotes for work.
- Work as part of a team but also confidence to work on your own when needed.

BENEFITS

- Being part of a great Team. Meeting a variety of new people as well as develop skills and gain new experiences.
- A huge sense of satisfaction in knowing you are helping others and making a difference.
- Complimentary meal and drinks in-house when you volunteer for over three hours and volunteers may claim reasonable travel expenses to and from shifts in line with the organisations expenses policy.