

Leicester Charity Link



Tackling Poverty - Changing Lives

Each year we help over 5,000 vulnerable local people and children experiencing poverty, hardship and crisis by providing essential items such as beds, cookers, mobility items and, in emergencies, food.

Administration Assistant

Task and responsibilities:

Supporting the Administration Team.

Tasks include:

To undertake typing of letters, reports, etc.

To deal with reception and telephone enquires

Data entry

Maintaining filing

Undertake photocopy and shredding documents

All other appropriate administrative tasks

Skills required:

Enthusiasm

Computer literate

Ability to work as part of a team

Previous office experience desirable

Previous reception/telephone work desirable

Benefits to you:

This is a great opportunity to work as part of a team, gain office administration experience and support a worthwhile local charity.

Responsible to:

Director of Operations

Hours/time commitment:

One day a week for a 6 month period

Location:

Leicester

Training:

Training will be provided

Supervision:

Director of Operations

Expenses:

Expenses include travel to and from home to our offices in Leicester, travel expenses to other work related locations. Any other reasonable out of pocket expenses.

Any other information:

It is essential that all prospective volunteers undergo a CRB (Criminal Records Bureau) Standard Disclosure check before beginning a volunteering role.