

Admin Assistant

Volunteer Role Description

Purpose of role

- To help ensure the smooth and efficient running of the office

Main duties and responsibilities

- Filing and organising records
- Scanning documents and uploading onto systems
- Photocopying
- Helping plan and organise events
- Producing posters and leaflets for reception and waiting area
- Ensuring adequate stationary supplies
- Writing letters and emails
- Taking the post
- Putting information onto spreadsheets

Personal skills and qualities needed

- Understanding and operating within the aims and principles of the Citizens Advice Service and its equality policies
- Confident with basic ICT tasks , scanning, sending, emails, using excel spreadsheets
- Good organisational skill, prioritising tasks, time management
- A positive attitude to self-assessment and development

This role reports to the Office Manager