

### **Administrator Volunteer (Leamington Spa )- Role Description**

#### **Role**

- To provide support to the central admin team in dealing with tasks based in the Leamington Spa office.

#### **Person Specification**

- Experience of using a computer and knowledge of Microsoft applications
- A methodical and orderly approach
- Ability to use your initiative
- Ability to be part of a team
- Understanding of the need for confidentiality
- Reliability
- Able to give a couple of hours a week to the role

#### **Tasks**

Most tasks will be computer based and be basic administrative tasks such as scanning, labelling and saving, using template replies to emails.

There may also be some other administrative tasks such as document formatting, preparation of outgoing post for mailing, opening post.

Volunteers are expected to adhere to relevant Age UK Coventry and Warwickshire policies and procedures, such as Confidentiality, Health and Safety and Equal Opportunities.

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#### **Age UK Coventry & Warwickshire**

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