

Welcome/Admin Assistant

About Age Cymru West Glamorgan

We provide a range of services to our clients, families and carers across the Swansea, Neath Port Talbot and Bridgend area to support their independence and to sustain their health and wellbeing.

Role Description:

We are looking for enthusiastic and friendly individuals to assist the team at our Afan Nedd Centre. You will help create a welcoming and friendly environment, where people can meet, socialise and feel at home. You will be an important part of the team, where you will welcome visitors, answer telephone enquiries and assist with admin tasks.

Hours:	Minimum 2-3 hours a week
Location:	Cwmdy, Swansea
Reporting to:	Finance Manager

What will I do?

- Welcome clients and visitors
- Provide company and friendly conversation
- Answer/make telephone calls
- Create and make displays
- Help with office tasks
- Assist with general admin tasks

What will I gain?

- Experience of working in a Third Sector organisation
- Experience of working as part of a vibrant, enthusiastic team
- Knowledge that you are helping vulnerable clients and making a difference to people's lives
- Learn or improve on your Computer Literacy & Customer Service skills.

What skills do I need?

- Empathy and understanding of the issues that affect older people
- Ability to communicate well with older people and the general public
- Be reliable and punctual
- Computer skills
- Are friendly and enjoy working as part of a team

To apply: Email volunteers@agecymruwestglamorgan.org.uk or call 01792 648866 to have a chat about the role.

Please note this is a voluntary position. Age Cymru West Glamorgan will reimburse volunteer for out of pocket travel costs including public transport costs.