

Volunteer Task Description:

Administrative support to the Business Support team.

Task to include some or all of the following:

Basic Admin

- Copying, scanning & distributing paperwork
- Maintaining filing systems
- Dealing with incoming and outgoing post
- Recording incoming cheques & invoices
- Maintaining personnel data (both paper and electronic) and keeping records up to date
- Assisting with recruitment processes
- Recording, scanning and filing finance paperwork
- Despatching correspondence to potential volunteers and following up on replies
- Monitoring supplies & doing stock takes
- Data Input

Organisational Development Support

- Produce Reports
- Research
- Social Media
- Support events organising
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults
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Last updated: July 2013

Please do email Sharon.waddams@ageukeastlondon.org.uk if you wish to volunteer with Age UK East London or download the application form return either by email or by post the address on the form.