



Volunteer Vacancy

Reception - Kapiti

Role Responsibilities

You will play a valuable part of the Mary Potter Hospice Day Unit in Paraparaumu assisting in reception and some admin tasks. Your tasks will include:

- Answering the phones
- Other administration tasks such as filing and photocopying
- Meeting and greeting patients and their families and friends.

Person Requirements

- Excellent communication skills
- Be reliable and enjoy interacting with people
- Have a pleasant telephone manner
- Have office experience and be willing to do a variety of tasks
- Health and safety conscious.

Commitment

This is a permanent voluntary position, once a fortnight on a Friday from 9am to 1pm.

Location

Mary Potter Hospice Day Unit, 36 Warrimoo Street, Paraparaumu.

Interested?

If you would like to be part of our team here at Mary Potter Hospice we would love to hear from you. You can learn more information about Mary Potter Hospice and find our application and police vetting form on our website www.marypotter.org.nz

Applications close Monday 10th July 2017