

Volunteer Vacancy

Administrator Support - Volunteer Services

Role Responsibilities

You will play a valuable part in the Hospice's Volunteer Services team, providing administrative support. Your tasks will include:

- General office administration
- Data Inputting
- Maintaining spreadsheets and word documents
- Rostering

Person Requirements

- Competent in Microsoft office suite and excel
- Demonstrates a detailed and diligent approach with excellent organization skills
- Excellent interpersonal and communication skills and able to use initiative
- Works well within a team and able to use initiative

Commitment

Approximately 2 - 4 hours per week, negotiable (Monday to Friday)

Location

48 Mein Street, Newtown

Interested?

If you would like to be part of our team here at Mary Potter Hospice we would love to hear from you.

Please contact: Volunteer Services, (04) 381 0171, volunteer@marypotter.org.nz

You can find more information about Mary Potter Hospice and our application form on our website www.marypotter.org.nz .

Applications close Friday 8th December at 5pm