



# Volunteer Vacancies

## Administrator Support - Volunteer Services

We currently have 2 vacancies

### Role Responsibilities

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

- General office administration e.g. word processing and laminating
- Inputting data into our volunteer database
- Creating and maintaining spreadsheets and word documents
- Rostering (using an existing Excel spreadsheet)

### Person Requirements

- Intermediate level Microsoft office skills (including Excel and ability to create diagrams)
- Demonstrates a detailed and diligent approach with excellent organisation skills
- Excellent interpersonal and communication skills
- Works well within a team and able to use initiative

### Commitment

Approximately 3 - 6 hours per week, negotiable (Monday to Friday)

### Location

In Patient Unit, 48-52 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](mailto:volunteer@marypotter.org.nz)

You can find more information about Mary Potter Hospice and our application form on our website

[www.marypotter.org.nz](http://www.marypotter.org.nz) . Please forward a copy of your CV and a cover letter with your application

Applications close Friday 30<sup>th</sup> March at 5pm