

Reference nr. 3046 : New Zealand Red Cross

Part Time Office Administrator

Our Whangarei Service Centre needs assistance with administrative work, for general day-to-day requirements. Our volunteers help out with data entry, communication, processing and much more.

If you have strong attention-to-detail, admin experience and are a touch-typing whiz, we want to hear from you.

New Zealand Red Cross requires its people – employees, members and those that volunteer their time – to be fully vaccinated. If you are interested in volunteering for New Zealand Red Cross you will need to provide your 'My vaccine Pass' when required. This is important as we place our people at the heart of everything we do, ensuring we take steps to prioritise health, safety and well-being.

Schedule

Training

Basic training in our systems will happen while you volunteer

Specific requirements

Familiarity with MS suite (Word, Excel, Outlook) an advantage.

When: ✓ indicates time slot options.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	✓	✓	✓	✓	✓		
Afternoon	✓	✓	✓	✓	✓		
Evening							

Duration: **Long-term**

Area: **Whangarei**

Activity: **Advice, information and support**

1 volunteer needed



NEW ZEALAND
RED CROSS
 RĪFEKA WHERO AOTEAROA



Police check



Reference provided after some time