

Reference nr. 3074 : Skills For Life

Skills for Life Office Assistant

Skills for Life offers learning opportunities to committed and motivated individuals needing support with mental health issues.

We are looking for a part time Receptionist / Office Assistant to ensure that we can continue to offer a good level of service. You don't need to be experienced as we will support you in the beginning. You just need to be willing to show initiative and learn.

This volunteer position is suited for a person who has good communication (both written and oral) and organisational skills.

Volunteer hours and location:

Skills for Life Charitable Trust Office, 35 Robert Street, Whangarei
 We estimate the volunteer hours to be Wednesday - Friday from 2pm - 6pm

Specific requirements

- good writing and communication skills
- organised
- dependable
- a good sense of humour

When: ✓ indicates time slot options.

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

Duration: **Long-term**

Area: **Whangarei**

Activity: **Administration, finance and accountancy**

1 volunteer needed



- ✓ Police check
- ✓ Wheelchair accessible
- ✓ Reimburse expenses
- ✓ Reference provided after some time