

Administration Volunteer

Telford and Shrewsbury

Summary:

Our administration volunteers support several departments across the hospice in a wide range of activities - from helping with data entry, scanning and photocopying to handling post, dealing with enquiries and general administrative support.

This fantastic behind-the-scenes support helps our hospice services run smoothly and efficiently.

Purpose: To offer help, support and generally assist the department or team in administrative tasks.

Typical activities may include:

- General administrative and clerical tasks
- Filing
- Scanning and photocopying documents
- Archiving documentation
- Assisting with post and mailouts
- Data entry