



Office Assistant

Location of Position/Department:	Station Road, Mochdre Creating Enterprise
Responsible To:	Jean Lee
Time Commitment:	2 hours per week
Number of Placements Available:	1

Purpose/Summary of Role

Assisting with any administration duties seen as appropriate, contributing to the efficient running of Creating Enterprise

Description of Tasks

- Supporting with general administration duties such as photocopying, scanning documents using copier / email facility, laminating, shredding
- Assisting with setting up of meeting rooms for events, meeting and greeting visitors to the building
- Support with building: empty dishwasher, set up coffee machine, set up refreshments
- Other duties may be required

Training and Support

Work Buddy: Jean Lee / Joanne Lloyd

- Induction to the Organisation



- Full training on all aspects of the role
- Regular Updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme

Reimbursement of Expenses

Out of pocket expenses will be reimbursed;

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

How to Apply

- Email volunteering@creatingenterprise.org.uk or Telephone: 01745 335664
- Express an interest in which role you are interested in

Line Managers' Signature:

Date:

