

For office use only: **VCE003**

Reviewed by: **RC/JL**

Date: **16/06/21**

Creating Enterprise Admin Assistant

Location of position/department:	Station Road, Mochdre Creating Enterprise
Responsible to:	Joanne Lloyd/Jean Lee
Time commitment:	½ day 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:

- ✓ Contact Cartrefi Conwy tenants and booking electrical tests/inspections
- ✓ 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 & Support:

Work Buddy:

- ✓ 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 as follows:

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

How to Apply:

- ✓ Email richard.chance@creatingenterprise.org.uk or telephone 01492 588 980
- ✓ Express an interest in which role you are interested in

Line Manager's Signature:

Date: