For office use only: **VCE003**

Reviewed by: **RC/JL**

Date: **16/06/21**

**Creating Enterprise Admin Assistant**



Location of position/department: Creating Enterprise, Station Road, Mochdre

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: tish.calveley@creatingenterprise.org.uk or telephone 01492

588 980

* Express an interest in which role you are interested in

**Line Manager’s Signature:                                               Date:**