

Admin Support Volunteer

Part-time: 1-2 days per week

Reports to: Admin Officer and Volunteers Co-ordinator

Palestine Solidarity Campaign (PSC) is advertising for part-time Administrative Support Volunteer to help in our busy office. We are looking for a reliable, enthusiastic, and well-organised person, to provide support to the team.

We would ideally ask for a minimum commitment of 3 months. PSC will meet volunteer expenses including travel and lunch.

Person specification

Essential

- Experience of providing administrative support
- A self starter, able to handle a demanding work load with flexibility
- Methodical and organised with good attention to detail
- Ability to work as part of a team
- Speedy and accurate input and word processing skills
- Professional telephone manner
- Support for the aims and objectives of PSC

Desirable

- Experience of working with a CRM system, ideally Raiser's Edge
- Experience of working with Microsoft Word, Excel and other MS Office programmes
- Previous customer service experience

Job Description

- Handles enquiries including incoming phone calls, visitors to the office and deliveries.
- Inputs information quickly and accurately from a variety of sources into membership databases.
- Takes customer orders and ensures that they are fulfilled.
- Uploads events to PSC's website
- Completes regular stock count and monitors merchandise stock levels
- General office tasks including filing and photocopying.
- Provides administrative support to the Admin team.
- Works within the policy, aims and objectives of the Palestine Solidarity Campaign.
- Respects and maintains confidentiality of information.

Flexibility

- In order to work effectively in a changing environment other tasks may be required