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**Volunteer Administrator**

**Your role includes the following tasks**

* Using spread sheets, databases and word processing packages
* Maintaining and developing administrative systems
* Stock control of leaflets and materials and updating

Information

* Helping to arrange events
* Creating promotional materials e.g. leaflets and poster
* Working towards a paperless office, e.g. scanning files
* Receiving and sending faxes, mail, email and telephone calls
* Taking notes and minutes at meetings
* Supporting and training users in day-to-day use of IT systems
* Supporting/assisting the Office Manager and administrators with administration.

**Personal skills and qualities that an administrator needs:**

* A commitment to the aims and principles of the CAB service.
* Good communication skills.
* Being open and approachable.
* Ability to communicate clearly both orally and in writing.
* Basic mathematical skills, including percentages.
* Respect for views, values and cultures that are different to their own.
* An understanding of why confidentiality is important.
* Being open to using computers on a regular basis.
* A positive attitude to self-development and assessment.
* Ability to work as part of a team.