

## Volunteer Role Description

|                          |                                |
|--------------------------|--------------------------------|
| <b>Position</b>          | Gecko Administration Assistant |
| <b>Portfolio</b>         | Administration                 |
| <b>Supervisor/Mentor</b> | Leesa Lutze/ Anna Itkonen      |

### **Purpose of the role:**

- To provide reliable assistance in a wide variety of general office administration duties, as instructed by the Administration Officer.
- To work within a small team of environmentally focused individuals, in a flexible and supportive space.
- To assist in a supporting role for the variety of scheduled events throughout the year.

**Tasks and duties:**

A volunteer position exists for a person to provide general office administration assistance.

**Duties:**

- Assist in the upkeep of the Hall Hire Access Key Code Database in Sharepoint.
- Allocate and Deactivate Hall Hire Access Key Codes
- Process Mail Received.
- Maintain Mail-In, Mail-Out databases in preparation for ManCom meeting.
- Maintain Volunteer Whiteboard eg. Volunteer leave dates, Event dates etc.
- Order office equipment eg. tissues/toilet paper/cleaning goods as required.
- Provide friendly, professional customer service to the public in person/phone.
- Assist with Hall Hire enquiries.
- Provide administration assistance for events as required eg. Borrowing Equipment log.
- Assist with curbside signage messaging updates.
- Assist in recording/reconciliation of petty cash.
- Ensuring that the workspace remain tidy and orderly at all times.

**Estimated hours:** Volunteer Role, Flexible hours 1 or 2 days per week.

**Required or desired skills:**

- Computer literacy including, but not limited to: , Microsoft word/excel, Microsoft outlook. Knowledge of Sharepoint an advantage but not necessary.
- Proficient in communication: Monitoring emails, taking and receiving phone calls.
- Ability to work in a team and take instructions from others.
- Great interpersonal and organisational skills.
- Good written English skills.
- An excellent "can do" attitude.