**OFFICE SUPPORT ROLE DESCRIPTION**

**REPORTS TO:** Dependent of department that requires admin support. Department Team Leader.

**LOCATION:** Newtown, Wellington

**COMMITMENT:** 1x 2 hour shift (9-3:30) rostered on a weekly or fortnightly basis.

**ROLE RESPONSIBILITIES:** This rolewould require you to work alongside the Manager of the assigned department and their team to help them with any office support tasks such as printing, laminating, word processing, data input and other tasks.

**WE NEED VOLUNTEERS WHO ARE…**

* Well organised
* Clear and open communicators
* Able to work unsupervised
* Contactable by email or text
* Work well in a team
* Capable using Microsoft office
* Able to work in a sometimes challenging environment

**WHY VOLUNTEER?**

Volunteering at the City Mission will mean you are joining with us in our mission walking alongside people to see their lives transformed. Being apart of our admin team you are joining with us in achieving our mission to see transformation in the Wellington Region.

Please note we require a Ministry of Justice check to be completed.