

Are you interested in being a Volunteer Administrator?



Aberdeen Citizens Advice

Summary of role

To help ensure the smooth running and organisation of the bureau.

What might you be doing?

- Greeting clients and visitors to the bureau
- Writing letters, memos, emails, etc. for colleagues
- Updating databases and information systems
- Filing and photocopying
- Taking minutes at meetings
- Answering the telephone and taking messages where appropriate
- Ordering stationery and other supplies
- Completing social policy information forms
- Ordering and organising information leaflets



Does this sound like you?

- Committed to the aims and principles of the CAB service
- Organised, flexible and systematic
- Understand of the importance of CAB work
- Good written and verbal communication skills
- Willing to attend training and meetings
- Able to work well in a team