

Volunteer Office Administration Assistant

- Volunteer Role
- 1 day a week with potential to increase to 1 day week.
- Located in Hawthorn

About Us:

Life's Little Treasures Foundation is Australia's foremost charity dedicated to providing support, friendship and information, specifically tailored for families of children born premature or sick.

The Foundation's services are available in hospitals (*neonatal and special care units*) and in the community when families come home.

Position Objective:

We'd love you to consider joining our dynamic little team. You'll be providing administrative support to our Office Manager and our Product and Services team. You'll be involved in assisting with a variety of ad-hoc administration duties, answering incoming calls, database management, packing hospitals/family orders, filing and archiving, all the important things that make LLTF tick!

Qualifications:

No Degree or Tertiary Qualifications required, however working experience in an office environment or Organisational Skills type course is advantageous.

Experience/Skills:

Ideally, experience in a similar office administration position

Proficiency in Microsoft Office and relevant software applications.

Good verbal, written and interpersonal communication skills.

Excellent phone manner and ability to deal with customers of all types and backgrounds.

Effective time management and the ability to prioritize workload based on urgency and importance.

High level of accuracy and attention to detail along with flexibility and adaptability.

This volunteer role is for an immediate start, so if you think you tick all the above boxes and are ready to join a fun, small passionate team who make a huge impact then please email us at contact_us@lifeslittletreasures.org.au and come on board!

If you have any queries about the role please do not hesitate to get in contact our Office Manager on **1300 697 736**