



## Christ Ambassadors Ltd

*2 Corinthians 5:20; We are therefore Christ's Ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God.*

### General Administrator

<b>Principal Functions:</b>	<b>Carries out general office administration duties</b>
<b>Duties:</b>	<ul style="list-style-type: none"><li>• Typing, printing and photocopying correspondence</li><li>• Data Entry and Filing</li><li>• Answering and making telephone calls; taking messages</li><li>• Office and secretarial assistance for Project Co - ordinators</li></ul>
<b>Where:</b>	Enfield and Edmonton
<b>When:</b>	From April 2010
<b>Commitment:</b>	2 days/evenings a week, Preferably Tuesdays and Saturdays Total of 6 hours a week
<b>Duration:</b>	Flexible
<b>Requirements &amp; Qualities:</b>	<ul style="list-style-type: none"><li>• Must be organised and able to work without supervision</li><li>• Experience in using Microsoft Word, Excel and PowerPoint essential although training can be provided</li><li>• Good communication skills</li><li>• Enthusiasm and a willingness to learn</li><li>• Punctual, Reliable and Dependable</li></ul>
<b>What's in it For You:</b>	<ul style="list-style-type: none"><li>• Commitment to fulfilling the aims and objectives of CA</li><li>• Meeting and interacting with new people</li><li>• Utilising existing skills for community benefit</li><li>• Gaining new skills and experience</li></ul>
<b>What can you expect from us:</b>	<ul style="list-style-type: none"><li>• Support and Training in role</li><li>• Reimbursement of out of pocket expenses for costs such as printing, travel, etc. These are detailed in our Expenses Policy</li><li>• Certificate of Volunteering presented at CA Fundraising events and Awards ceremonies</li></ul>
<b>For more info</b>	Email <a href="mailto:Christ.ambassadors.org.uk">Christ.ambassadors.org.uk</a> or call 07958 019 795