

Pachedu - Volunteer Assistant

Overview

Pachedu Charity (Charity No. SC046488) is recruiting a Volunteer Assistant to help the Volunteer Coordinator to compile a portfolio of evidence for submission as part of the charity's application for Volunteer Friendly (Scotland)'s Volunteer Friendly Award. Candidates are not required to have any specific special skills or knowledge; however, some experience and/or interest in HR or Business Management/Administration would be useful.

Duties and Responsibilities

Volunteer Assistant will:

- Research, print, and proof-read documents
- Collate documents
- Produce an index page
- Divide folder
- Prepare references and captions

If you wish to apply please contact info@engagerenfrewshire.com