



# ADMINISTRATIVE OFFICER

You will assist and work closely with the Administration coordinator and the admin team to carry out Life Beacon's administrative tasks. If you are interested in developing your administrative skills then this is the role for you!

## Commitments:

- Min of 1y .
- A minimum of 1hr/week throughout the year.
- Flexible.

## Duties:

- Work closely with the Administration Coordinator to accomplish administrative tasks such as writing annual admin reports, taking minutes and updating internal data.
- Assist the Administrative Coordinator in planning meetings and conferences etc.
- Attend meetings and take minutes.
- Handle confidential documents and ensure that they remain secure.
- Prepare presentations.
- Distribute information.
- Continuously think of ways to improve the effectiveness and the efficiency of Life Beacon's operations.

## Benefits:

- Develop administrative skills such as taking minutes, writing reports and creating forms.
- Develop time management skills.
- Improve organisational, time management and administrative skills.
- Build relationships with people from diverse backgrounds.
- Improve verbal and written communication skills.
- Expand your network.
- Have a positive impact on the lives of young people.

## Requirements:

- No previous experience required but it would be helpful.
- A friendly and enthusiastic attitude.
- Willingness to go above and beyond to produce quality work.
- Have a non-judgemental and approachable attitude.
- Basic time-management and organisational skills.
- An ability to communicate with people from diverse backgrounds.
- Be able to meet deadlines and be reliable.

**Make a difference in the life of young people by joining our volunteering programme!**

Apply for this role using this link: <https://forms.gle/xb7ViyinappGsn8R8>

**VISIT [LIFEBEACON.ORG](https://www.lifebeacon.org) FOR MORE ABOUT THIS PROGRAMME**