

Organisation	Royal Voluntary Service - office administrative support
Job Description	Assisting Royal Voluntary Service office staff with general administrative tasks including data entry, word processing, use of IT equipment Assisting with fundraising events
Skills pupil could gain	<ul style="list-style-type: none"> • Interpersonal skills • Listening skills • Team working • IT skills • Admin skills
Where	Royal Voluntary Service office base
When	By arrangement
Contact details	Fay Salmon Fay.salmon@royalvoluntaryservice.org.uk 01683 221026
Additional information	

