

## **Office Administration Volunteer**

Do you have a fantastic telephone manner? Are you a confident and experienced PC user? If the answer is yes to both of these questions, then we want to hear from you.

We are currently looking to recruit a volunteer to join our South of Scotland Fundraising Team, based in our Edinburgh City Centre Office. Your duties will include:

- Making phone calls to our supporters and committee members
- Maintaining databases/general administration duties
- Replenishing fundraising materials for the office

We are looking for a positive and friendly individual for one day per week to help our busy fundraising team. We will reimburse any reasonable out of pocket expenses incurred whilst volunteering for Macmillan.

If you are interested please contact Julie Murray [jmurray@macmillan.org.uk](mailto:jmurray@macmillan.org.uk) or Jo Findlay [jfindlay@macmillan.org.uk](mailto:jfindlay@macmillan.org.uk)