

Reception Volunteer

We are looking for a volunteer to help us out on reception at our Edinburgh Office. This role will involve:

- Answering the phone and putting through calls.
- Answering phone queries from the public (after training).
- Answering the door and welcoming visitors.
- Accepting and signing for deliveries.
- Inputting data on Excel spreadsheets.
- Copy typing from written drafts.
- Filling envelopes and franking mail e.g. for Finance and Events teams.

The role also involves some light admin duties from various departments within the office.

We are looking for someone with a positive attitude and a pleasant telephone manner. Someone who is willing to learn about Macmillan and the work that we do. We will pay any expenses incurred whilst you volunteer with us. Reception volunteers usually have a regular weekly slot in our rota and our shifts are 10am -1pm and 1pm - 4pm.

If you are interested please contact Linzi Brough lbrough@macmillan.org.uk or 0131 260 3720