



*"Dedicated to being
accessible to our Community"*

Outlets Co-operative Neighbourhood House Ltd
Newport Community Education Centre
43 Mason Street, NEWPORT 3015
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ABN: 34 587 164 944
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www.outletscop.com.au

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Community Administration-Reception - Volunteer

There is always administration work to be done in a busy office like ours...

Tasks

1. To answer the phone in a polite and courteous manner.
2. To note messages for return calls in Diary.
3. To ensure dissemination of information is forwarded to appropriate persons.
4. To greet and welcome people into the house.
5. To gain skills in IT and office equipment
6. To use the photocopier when required
7. To use the computer when required. (Word Processing, Excel, Publisher)
8. Mail registrar
9. To take bookings of Childcare, Courses and familiarise yourself with House activities
10. To assist with enquiries from the public re: Classes, childcare, other services.
11. Promote Centre activities and program

Requirements:

1. To practice good Workplace – Occupational Health & Safety CoVid procedures.
2. To dress appropriately and neatly at all times.
3. To respect all house users.
4. To be polite and courteous to all house users.
5. Develop a warm and friendly environment.
6. Abusive language is not to be used in the house/Centre.
7. Always follow house/Centre policies and regulations.
8. Assist in other areas that may require your assistance.
9. Please be responsible and reliable. If you are ill or not able to attend, please notify the house.