

Volunteer Role	Admin Assistant
Location	Addison House, Hamstel Road, Harlow – Essex
Job Description	To carry out general administration tasks such as manage faxes in and out, filing, photocopying, archiving, stock control and assist in processing of new patient referrals.
Additional Info	<p>Would suit someone who:</p> <ul style="list-style-type: none">- Is calm and courteous- Has good admin and literacy skills- Is self-motivated Is able to use a computer- <p>Our approach to volunteering is values based and applicants must be able to demonstrate the Trust's corporates values and behaviours which are Open, Compassionate and Empowering.</p>
How to apply	<p>Contact the Trust Volunteering Team on:</p> <p>Tel 01268 739 600</p> <p>Email: epunft.businesssupport.volunteering@nhs.net</p>