

Organisation name Christ Church Stamford Community Transport Scheme

Opportunity Telephone/Admin Assistant

Address Christ Church, Green Lane, Stamford PE9 1HE

Contact name Sandy Jackson

Main telephone 01780 482380

Email sandy.jackson@christchurchstamford.com

Volunteer Commitment

Times you can volunteer:

- **Monday:** Morning
- **Tuesday:** Morning
- **Wednesday:** Morning
- **Thursday:** Morning
- **Friday:** Morning

Description

Working within a small friendly team, you will be answering telephone calls and taking journey bookings from members. You will manage and co-ordinate journeys whilst building and maintaining relationships with both members and volunteer drivers. A good telephone manner and a caring attitude is essential

Skill & Qualifications Required

Basic I.T Skills
Good Telephone manner
Organisational Skills
Reliability

Health & Safety Policy

Work within the guidelines of Christ Church Stamford Transport Scheme Health and Policy procedures.

Training

Training will be provided at our office in Christ Church Stamford

Date: 17/05/2011