



Volunteer vacancy

ADMINISTRATION ASSISTANT

Kent Greyhound Rescue would like to recruit a dedicated administration assistant. The role will require you to work at our office for around 4 hours per week. We are a busy and growing charity and ask you to be sure that you have the enough time available in your week to make a regular commitment before making an application for this important and responsible role.

Office experience is essential.

The role is based at our registered office near Hythe and you will need to be able to **travel to the office by car**, as there is no public transport.

Key Tasks:

- Respond to general emails.
- Type and send general letters.
- Data input of information into our database.
- Helping to organise events and street collections
- Monitoring shops orders, enquiries and undertaking stock control

Skills Needed

- Excellent telephone manner and written communication skills
- Fully computer literate and comfortable with the main Microsoft Office tools, databases and emails.
- Outgoing, friendly and proactive character.
- Be comfortable volunteering within a group or by yourself.
- Being able to use your own initiative

Benefits To You

- Being part of a friendly team who rescue and rehome 150 dogs per year.
- Office and charity administration experience

Kent Greyhound Rescue

Kent Greyhound Rescue helps greyhounds and other sighthounds in need of rescue, rehabilitation and rehoming. It provides safe refuge for the dogs in its care until a suitable home-checked home can be found.

Skills

Experience

You must be over 16 to volunteer and you will need to be able to drive to our office in Hythe. If you would like to be part of the KGR volunteer team, please email us at info@kentgreyhoundrescue.com Please give a brief outline of your relevant experiences and a contact telephone number.

