

Receptionists



Receptionists are an integral part of the team, managing 'front-of-house' on the basis of information provided by the Advice Session Supervisor.

As a receptionist you would:

- Greet clients and other visitors
 - Answer the phone
- Ensure clients know what is happening and long they have to wait
 - Explain the services available
- Monitor client waiting times and numbers
 - Maintain reception
- Enter information into computer systems

You will need to:

- Have good manner when talking to people
 - Have basic computer skills
- Have an understanding of, and commitment to, confidentiality
 - Be friendly and approachable

For more information, or to apply to volunteer for this role, please email

info@ruraldevoncab.org.uk

Administrators



As a CAB volunteer administrator you would ensure the smooth running of the Bureau by:

- Word processing
- File management
- Arranging events
- Using databases and spreadsheets
 - Answering calls and emails
 - Updating local information

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