

Volunteer Position: ADMIN

WRI has an extremely wide remit and many different projects underway continuously. We are looking for a responsible Administrative Assistant to perform various administrative tasks and support managers through multiple tasks related to organisation and communication.

Duties:

- Answering incoming calls; taking messages, and re-directing calls as required
- Dealing with email enquiries
- Sourcing equipment online and via phone
- Data entry (supplies, animal details etc.)
- General office management such as ordering stationery
- Arranging both internal and external events
- Assisting with WRI social media accounts
- Providing administration support to Hospital Management

Training: Support provided

Location: This position can be based in your own home but ideally part-time at the Wildlife Hospital at Tara Na Ri, Garlow Cross, Navan, Co Meath, C15 V9TW

Requirements:

- Good communication skills
- Proficiency in MS Office (Excel and PowerPoint, in particular)
- Good time management skills and the ability to prioritise work
- Strong organisational skills
- Ability to take instruction & work as part of a team
- Ideally, have a full driving licence and own transport
- **Must be able to commit to a minimum of one full day per week – we are entering the busiest period of the year and need LOTS of help at this time**

To Apply:

Please visit www.wri.ie/volunteer to download a VOLUNTEER FORM

Then email it to wildliferehabilitationireland@gmail.com

Please put “ADMIN VOLUNTEER” in the subject line.