

Volunteer JOB DESCRIPTION

Job Title:	Reception Volunteer		
Department	Office Management	Timeframe for role - Ongoing	Days required – Tuesdays, Thursdays or Fridays
Location			
Agreed Day(s):	One day per week as rostered	Agreed Hours: 4hrs	1.00pm to 5.00pm
Start Date:	TBA	Reports To:	Receptionist
<p>OBJECTIVES: Staff the reception desk one day a week for four hours, from 9.00am to 1.00pm or 1.00 pm to 5.00pm, to fill the gap as the receptionist is part time.</p>			
<p>Main Tasks and Responsibilities</p> <ul style="list-style-type: none"> • Take ownership of the reception area –in front of and behind the counter – and maintain it in an organised and presentable way. • Greet visitors, suppliers, field workers in a polite, helpful and professional manner. • Ensure that all visitors, suppliers, contractors, field workers, office volunteers, interns, etc. comply with the MSF Covid-19 Guidelines for visitors prior to attending the office, as wear masks, sanitize hands before signing in and out, follow the signs that are displayed as how to move in the office. • Answer phone calls and redirect them to staff • Manage courier deliveries. • Other work as assigned by the Administration Manager. 			
<p>Essential Skills:</p> <ul style="list-style-type: none"> • Good communication skills • Good people skills • Reliable and efficient • Computer Skills • Cheerfulness, welcoming and positive approach • Being pro-active 			
<p>Benefits of the role for the volunteer and for the organization:</p> <ul style="list-style-type: none"> • Assisting and supporting the MSF Sydney office. • Working in a dynamic and friendly environment, a thriving culture and for a great cause! 			