



**Admin Worker**

**Hours: 1-2 days from 9.30am – 4pm**

**Status: Volunteer**

Citizens Advice Bromley is recruiting for a volunteer Admin worker to join our friendly staff team working 1-2 days from 9.30 am to 4.00 pm.

The post covers all areas of admin work, including phoning clients about appointments, updating data bases etc. Good computer skills and telephone manner are required as is experience of admin work in a busy work environment. A flexible approach would also be welcome.

Our service is free, independent, confidential and impartial. We value diversity, promote equality and challenge discrimination.

If you are interested, please contact us at [recruitment@bromcab.org.uk](mailto:recruitment@bromcab.org.uk) and you be sent a welcome pack with further details about the work we do and our training programme.