



Administration Assistant

Organisation:	Oceans2Earth Foundation - Oceans2Earth Volunteers
Position title:	Administration Assistant
Application close:	Ongoing
Commences:	Immediate
Employment type:	Volunteer position
Remuneration/ Pay rate:	NA
Location:	Offsite with regular Skype meetings (or face to meetings if incumbent is located in Melbourne, Australia).
Summary:	The successful candidate will be responsible for compiling information packs, research and administrative tasks as required.
Details:	General administration and emails Compiling Information Packs Following up leads
Skills/Qualities:	The ideal candidate will possess the following: Organised Ability to take initiative without direction Attention to detail Excellent communication skills Excellent computer skills Access to computer and ability to access the internet, email and Skype
Benefits:	Opportunity to build your portfolio Develop skills in administration, research and marketing Learn from a mentor Work experience with a not for profit organisation Satisfaction from giving back to animal welfare
Time Commitment:	Work in your own time approximately 2 - 10 hours per week, depending on work deadlines.
Application procedures:	Send your CV to Tracy Leske volunteer@oceans2earth.org .