



## Volunteers required for Excellent Office Environment!

The Women's Resource Centre is looking for a committed

### **2 Volunteer Receptionist/ Office Assistants**

3 days per week, Monday, Wednesday and Friday, 9am until 2pm

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2 days per week, Tuesday and Thursday, 9am until 2pm

The ideal candidate must be experienced in all aspects of administration including reception and telephone, data input and providing direct administrative support to programmes.

Must be reliable, professional and have strong interpersonal skills.

Technology skills required:

Basic Microsoft Office Suite, Excel Spreadsheet and web-based tools.

Please send resume with 2 references to: [wrc@wrcbermuda.com](mailto:wrc@wrcbermuda.com) not later than May 21st, 2021

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