

# Could you help us make a difference?

## Volunteer with us as an Administration / Reception Volunteer

We are looking for fun and friendly individuals to join and support our Admin and Reception teams.

This is a great opportunity for anyone who is studying or interested in pursuing a future in admin or business to gain on job experience. Volunteers would work within our business and administration team.

### Tasks would include:

- Offering a warm and friendly welcome to visitors
- Answering phone calls
- Logging incoming and outgoing post.

To apply, contact:  
Michelle, Volunteer Coordinator,  
[michelle@wearepeoplefirst.co.uk](mailto:michelle@wearepeoplefirst.co.uk)

