POSITION : ADMINISTRATIVE AGENT

Employees at the YWCA Montreal sometimes need volunteers to help with administrative tasks on an ad hoc basis. The administrative agents usually help in their fields of interest or expertise.

Key tasks and responsibilities

Tasks are varied and include the following:
- Data entry;
- Make phone calls;
- Update data bases;
- Help planning meetings and other events;
- Conducting Internet research;
- Mailing;
- Creating Excel spreadsheets;
- Filing documents.

Position requirements

- **Knowledge**: Good level of French (advanced or intermediate level). Solid IT skills (intermediate knowledge of Word and Excel).
- **Practical Skills**: Ideally to have data-entry experience, be comfortable communicating over the phone (when required).
- **People Skills**: Be diligent and thorough, autonomous, teamwork, reliable.

Volunteer conditions

- Be available during the week.
- Meet with the Volunteer Centre Manager for an interview.

Type of position and schedule

Punctual requests. Hours vary according to the task.