

Volunteer Role: Customer Service & Administrative Support Volunteer

Reporting to: Store Manager

Location: Redhill Shop Mobility, Belfry Shopping Centre

Hours: To be agreed, but ideally a minimum of one day per week

Why we want you

Enthusiastic and reliable volunteers required to help maintain an already excellent customer service Redhill Shop Mobility

What you will be doing

- Answering the telephone (a good standard of spoken English is required)
- Dealing with equipment bookings and answering enquires
- Issuing mobility equipment to already existing members of the scheme or new customers
- Checking and maintaining accurate records manually and on the computer

The skills you need

- A good telephone manner
- Able to use a computer
- Trustworthy
- Reliable - punctual and committed to scheduled volunteering sessions
- Able to work in a team
- Able to work on your own

What's in it for you

- You will be working as part of a friendly team
- You will be helping scheme members and customers have a positive experience
- You will build up a good experience of customer service
- Do something rewarding

Interested?

Please contact us on 01737 929 837 / info@redhillshopmobility.org.uk or just pop in.