

# ELOI MINISTRIES



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Administration Volunteer

Reports To: Operations Manager

Job Summary: Administrative volunteers support organizational operations by managing office procedures, maintaining records, and coordinating various administrative tasks to ensure smooth daily operations.

Responsibilities:

- Manage office documentation and filing systems
- Coordinate communication between departments
- Support HR functions and volunteer coordination
- Assist with scheduling and calendar management
- Process paperwork and maintain databases
- Support budget tracking and financial records
- Coordinate logistics for events and meetings
- Assist with inventory management
- Generate reports and presentations

Qualifications:

- Administrative experience
- Proficiency in Microsoft Office Suite
- Strong organizational skills
- Attention to detail
- Excellent communication abilities
- Multi-tasking capabilities

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- Problem-solving skills



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**Eternal Life Organisation International Ministries**

**Eloi, Eloi, lema sabachthani? “My God, my God, why have you forsaken me?”\_ Mark 15:34**