

CAMP STELLA MARIS

JOB DESCRIPTION (Updated 10/2023)

POSITION: OFFICE ASSISTANT - 30-40 hours-Seasonal non-exempt

Salary Range: \$15-\$17/hour

Reports directly to Business Manager

General Purpose: The Office Assistant will perform a variety of general office support assignments where the processing of documents and recording, retrieving, and distribution of data or information is an essential and/or substantial part of the work.

Office Assistant Job Duties:

- Checks and/or compares documents, forms, applications, or other materials for accuracy, completeness, and format.
- Returns documents for correction with detailed explanation.
- Receives and responds to inquiries by providing directions, instructions, promotional material, or other general information or referring such inquiries to the appropriate persons.
- Serves customers by supporting Registrar; answering questions; forwarding messages.
- Greet the public and clients and direct them to the correct staff member.
- Collect balance dues.
- Prepares weekly reports as requested by Registrar.
- Faxing, scanning and copying documents.
- Maintain office filing and storage systems.
- Assists other departments as needed.
- Performs other duties as requested.

Qualifications and skills:

- Experience in an office atmosphere highly desirable.
- Familiar with Camp operation
- Comfortable working with databases
- Knowledge in MS Office
- Excellent Customer Service skills