

20th COMPTROLLER SQUADRON VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant - Comptroller
ORGANIZATION: 20 CPTS/FMF
CONTACT PERSON: Orderly Room Staff
PHONE: 895-1544
WORK LOCATION: Bldg 1118
ADDRESS: 504 Shaw Dr, Suite 1118
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist with answering the telephone
2. Copy and collate administrative documents
3. Assist with data entry
4. File

SPECIAL REQUIREMENTS:

1. Working knowledge of computers and software (MSWord, MS Excel, & MS PowerPoint)
2. Excellent telephone skills.
3. Good organizational skills
4. Basic filing skills

TRAINING:

1. Will train volunteer on operation of office equipment to include: scanners, fax machines, copy machines and telephone operations
2. One-on-one instruction

Signature of Volunteer

Date

Signature of Coordinator

Date