

20th CIVIL ENGINEERING SQUADRON VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Environmental – Administrative Assistant
ORGANIZATION: 20 CES
CONTACT PERSON: Anthony Oliver
PHONE 895-9976
WORK LOCATION: Bldg 250
ADDRESS: 428 Chapin St, Shaw AFB 29152
HOURS NEEDED: 0800 – 1700 (negotiable)
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Answer the telephone
2. Assist customers
3. File
4. Enter data into WIMS computer system
5. Assist with general office typing as needed
6. Other general office duties
7. run errands

SPECIAL REQUIREMENTS:

1. Good interpersonal and telephone skills
2. Working knowledge of computers (Word, Excel and PowerPoint)
3. Typing skills
4. Good organizational skills

TRAINING:

1. Will train volunteer on basic office operations
2. One-on-one instruction as needed

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date