

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Housing - Office Assistant
ORGANIZATION: 20 CES/CEH
CONTACT PERSON: Norma Crosby
PHONE 895-2422
WORK LOCATION: Bldg 2299
ADDRESS: 369 Rhodes Ave, Shaw AFB, SC
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday

VOLUNTEER DUTIES:

1. Assist with answering telephones
2. Help customers scan BAQ and other housing related documents into open-image system
3. Assist with making copies of reports and documents
4. Add sales and rentals into computer
5. Assist with running listing for off-base rentals and sales
6. Assist with contacting homeowners, apartment managers and Realtors to update rentals and sales that are maintained in our computer system
7. Assist with general office typing as needed

SPECIAL REQUIREMENTS:

1. Good interpersonal skills when dealing with customers and contacts
2. Working knowledge of computers (Word, Excel and PowerPoint)
3. Typing skills
4. Good organizational skills
5. Initiative to make contacts
6. Excellent telephone skills

TRAINING:

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

Signature of Volunteer

Date

Signature of Volunteer Supervisor

Date