

CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2024)

POSITION: OFFICE ASSISTANT - Seasonal Non-Exempt (Part-Time/Full-Time)

Salary: Starting at \$15.50-\$17/hour

Reports directly to Business Manager

JOB OVERVIEW:

Performs a variety of general office support duties including processing documents & payments, phone and email correspondence, organizing and preparing files for upcoming weeks, answering customer questions and providing general information, greet public and clients, and assist other departments as needed.

RESPONSIBILITIES:

- 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