



## Volunteer Opportunity

### General Office Assistant

#### Duties Include:

- Answering phones
- Sending mail
- Filing
- Updating documents

#### Required Experience:

- Answering and transferring phone calls
- Friendly and professional phone demeanor
- Attention to detail
- Photocopying
- Ability to take instruction
- PC computer experience
- Organized
- Various duties as assigned

#### Preferred Experience:

- None