

Office Assistant Job Description Philomath Community Services

Description

The purpose of the Office Assistant is to provide support to the Office Manager in the operation of the PCS office on a volunteer basis working approximately 6-8 hours per week.

Duties

At the direction of the Office Manager complete the following duties;

- Write thank you letters for donations.
- File paperwork of transactions in PCS files.
- Purchase office supplies for office.
- Answer phones, retrieve messages, respond to inquiries and forward calls to appropriate person.
- Receive donations from walk in donors. Respond to walk in inquiries.
- Assist with the organization of records and their disposition according to adopted retention policies and procedures.
- Assist with accounting data entry in Quickbooks system.