Office Assistant

The Georgia-Carolina Council is seeking a reliable, organized Scouter to assist with day-to-day clerical support tasks. You will need a positive attitude, desire to work efficiently in a fast-paced environment, excellent communication skills, ability to multi-task efficiently, and possess scouting knowledge. This job is part-time (20 hours a week) Monday-Friday.

Responsibilities:

Provide a wide variety of administrative, clerical and staff support tasks.

- Maintain filing in the office
- Data entry
- Greet customers upon arrival and direct them to the appropriate office
- Retrieve documents and files when requested
- Processing payments
- Answer phone calls, direct calls, and provide basic information
- Mail distribution
- Maintain office common areas
- Prepare information and research as needed

Requirements:

- High School Diploma or higher
- Scouting knowledge
- 1 + years customer service experience
- Typing speed: minimum 60 WPM with 90% accuracy
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent written and verbal communication skills
- Highly organized multitasker who works well in a fast-paced environment
- Willing to learn and grow with the Georgia-Carolina Council

To apply please send your resume to:

Attn Regina Jeffries
Georgia-Carolina Council, BSA
4132 Madeline Dr.
Augusta GA 30909

Or email it to regina.jeffries@scouting.org