Administrative Assistant - Job Description
Fond du Lac County

Description of This Service:
The assigned volunteer is responsible for scheduling transports, scanning to Volunteer Coordinator’s email, filing, updating spreadsheets, and other office duties. The volunteer’s schedule is flexible and determined by the hours they want or are able to work each week.

We are looking for a volunteer who is resourceful, a good problem solver and organized.

Responsibilities:
- Scanning documents to email
- Answering phone and making phone calls to transportation volunteers
- Scheduling transportations on an Excel spreadsheet and Word calendar
- Filing volunteer and intern files
- Updating files on Excel
- Communicate with Volunteer Coordinator and Social Workers’ when appropriate

Volunteer Qualifications: (willing to train)
- Administrative experience
- Experience in Microsoft Word, Microsoft Excel
- Communication skills-verbal
- Ability to prioritize projects and strong problems solving skills