

Job Title: Office Administrative Assistant

Purpose: This position assists with the answering of phones, in-person, and email communications as well as other front desk administrative needs.

Minimum Education, Training and/or Experience: High School Diploma or GED, College graduate preferred. Customer service experience preferred.

Essential Functions of the position:

- Answer phone calls
- Receive and process forms.
- Assist the voter registration team.
- Assist with receiving mail.
- Able to look up voters and provide accurate information.
- Must be willing to become familiar with NC General Statutes Chapter 163.
- Must be detail orientated and have good organizational skills.
- Adhere to security policies regarding confidential voter information.
- Perform other related duties as assigned.

Knowledge, Skills, Abilities:

- Great communication skills.
- Comfortable with working on a computer and ability to understand new software.
- Strong data entry skills.
- Experience working with Microsoft Excel and Word.
- Ability to use judgement and decision-making skills to evaluate situations, establish priorities, and resolve matters independently.
- Ability to understand and follow oral and written instructions.
- Ability to establish priorities and pass on information as needed.
- Ability to speak clearly, communicate effectively and professionally.
- Ability to deal tactfully and courteously with site staff.

Position Information:

This position is a full-time seasonal position. Work hours are 8:00 am to 5:00 pm, Monday – Friday, with additional hours as needed. Some overtime and occasional weekend hours are required.