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.