

# Office Assistant

**Position:** Office Assistant

**Position location:** Decatur, Illinois

**Council website:** [www.stlbsa.org](http://www.stlbsa.org)

## Position Overview:

Provide office support to the field professional staff. Directly responsible for letters, forms, charts, reports, agenda, messages, files, and other associated materials needed by the field staff. Supply information and source materials, according to the council's plan, to volunteers and other council employees to ensure the accurate and timely dissemination and retrieval of needed information.

## Principal Responsibilities:

- *Complete administrative duties.* Prepare and maintain letters, forms, reports, agenda, messages, files, calendars, bulk mailings, databases, records, and other things needed by the assigned professional staff member. Supply information and source materials, according to the council's plan, to volunteers and other council employees. Maintain confidentiality and a professional demeanor.
- *Remain vigilant and active with safety.* Always plan for, correct for, teach, and practice safety yourself and with other employees. Notify management of safety concerns.

## Special Responsibilities:

- Provide office support to the staff, volunteers and members which includes but not limited to typing agenda's, memo's, letters, designing flyers, designing post cards, save the dates, postcards, mailings, creating award certificates, running Scoutnet reports for executive staff, team leader when needed and other departments if time allows.
- Registers sales on point-of-sale terminal and managing customer purchases.
- Other duties, as assigned.

## Materials and Equipment Used:

Telephones, computers, printers, copiers, point-of-sale terminal, and office supplies.

## Physical Activity:

Reaching, standing, walking, pushing, pulling, lifting, talking, and hearing.

## Physical Requirements:

Sedentary and light work.

**Mental Demands:**

Reading, detailed work, confidentiality, problem solving, training, math, reasoning, verbal communication, written communication, customer service, multiple concurrent tasks, and constant interruptions

**Working Conditions:**

The worker is not substantially exposed to adverse environmental conditions.

**Qualifications:**

- Possess a high school education or equivalent.
- Possess skills in a variety of administrative skills, computers, data entry, copier systems, telephones, etc.
- Possess strong skills in computers which include the Microsoft Access, Excel, and Word; telephone; grammar; and spelling.
- Read and interpret documents and apply critical thinking to perform job.
- Keep a friendly and helpful attitude towards Scouts, Scouters, and the public.
- Customer service and retail sales experience.
- Possess a professional appearance and telephone presence.
- Full office support includes but not limited to typing agendas, memos, letters, designing flyers, designing post cards, save the dates postcards, creating award certificates, running Scoutnet reports for executive team and assisting graphic design artist with design work along with helping Field Director when needed and other departments if time allows.

**Compensation:**

The Greater St. Louis Area Council is an equal opportunity employer. Scouting offers benefits to include medical, prescription coverage, dental, vision, life-insurance, long-term disability, family medical leave, maternity leave, accidental death, plus compensation for authorized and approved business-related expenses. We also offer generous vacation policy and holiday observances.

**Salary:** \$15.00/ hour

**How to apply:**

Qualified candidates must submit resume to [hr@stlbsa.org](mailto:hr@stlbsa.org). Only the most qualified candidates will be contacted.