

John Howard Society of Manitoba Volunteer Opportunity

Position: Volunteer Administrative Assistant

Closing Date: June 21, 2024

Description of Duties:

- Welcome clients by greeting them in person or on the telephone
- Answer incoming calls on a multi-line telephone system
- Refer inquiries to the appropriate department
- Check and respond to email
- Perform data entry tasks
- Prepare documents as required by the Executive Director
- File, fax, and photocopy

Skills Required:

- Minimum grade 12 education
- Working knowledge of office procedures and practices, including word processing, data entry, filing, faxing, and photocopying
- Ability to communicate effectively verbally and in writing
- Excellent knowledge of English, grammar, and spelling
- Experience working with people from diverse cultures
- Experience working with people who have been in conflict with the law
- Ability to maintain confidentiality according to agency policies

Time Commitment:

- Daytime, Monday and Friday, 9:00 am to 4:00 pm

Contact:

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