

# OFFICE ASSISTANT

Part-Time

## BASIC FUNCTION:

Perform a wide variety of responsible office and building support functions. Assists with entering data and provides each department clerical and logistical support. Works with considerable independence, and exercises judgment and discretion in handling assigned responsibilities. This role works closely with Finance to ensure all Director's Choice departments are successful.

## RESPONSIBILITIES/TASKS:

- Maintain office filing system
- Assist with shipping
- Assist with entering data in Opus
- Assist with printing out itineraries and photocopying client information for audits
- Assist performance and operation divisions during peak season
- Assist w/pickup and drop off of festival weekend materials and supplies
- Assist with counting inventory and product
- Run errands for all departments as needed
- Transport staff to and from airport and events
- Assist with all Director's Choice departmental projects as needed
- Assist with maintaining the building, kitchen, warehouse, garage, grounds and parking lot as needed
- Assist with moving furniture, shelving, transporting supplies, boxes, and equipment
- Perform special assignments, projects and other duties as needed and assigned

## REQUIREMENTS:

- Required High School Diploma or GED. Preferred some college
- Requires ability to set, implement, and regularly maintain a declared work schedule for consistent availability to customers, vendors, and coworkers
- Requires understanding and ability to use simple arithmetic and grammar with accuracy
- Requires ability to speak, read and write English professionally
- Ability to communicate effectively orally, in writing and in a professional manner
- Requires individual to be detail oriented
- Requires proficiencies in a full range of general office services and functions
- Requires basic computer skills
- Requires ability to understand and carry out detailed oral and written instructions
- Requires initiative to ask questions to clarify instructions and/or directives
- Requires ability to handle multiple tasks, be energetic, have good organizational skills and good time management skills
- Requires ability to count inventory or product with accuracy
- Requires some knowledge of light building maintenance
- Position requires bending, stooping, twisting, turning, reaching, lifting, carrying, pulling, pushing, climbing and kneeling. Dependent upon tasks may sit approximately 30-50% of shift
- Requires ability to grasp, pull, push, carry or otherwise manipulate objects; ability to perform tasks requiring the action of muscles or groups of muscles and foot and/or hand-eye coordination
- Requires the ability to use up to 50 pounds of force occasionally, and/or up to 20 pound of force frequently, and/or up to 20 pounds of force continuously to move objects