

Helping Hands

Administrative Associate

For More Information:
www.helpinghandsapp.com/jointeam



Description

- Organizing, sorting and indexing appropriate files as required and ensuring all documents are stored safely and accessibly.
- Mixture of working with data on a digital database as well as hardcopy folders.
- Ensuring that data is consolidated to reduce confusion and unnecessary clutter between files.
- Consistently keeping track of data to minimize data loss and misplacement.



(Dates/Times):

A minimum of a five week commitment is required, with a minimum of 10 hours of volunteering per week. Volunteers can choose to work more than they specified time frame if they wish.



Location

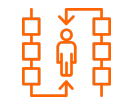
Working Remotely



EDUCATION & LITERACY

COMPUTERS & TECHNOLOGY

COMMUNITY



SKILLS YOU CAN GAIN

LEADERSHIP

DEPENDABILITY

TIME MANAGEMENT

Helping
Youth Get
Engaged in
the
Community



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