**Office Assistant**

**Bonazah Community Development of Africa, Inc.**

**NORTH CHESTERFIELD, VIRGINIA**

**Salary: $34,000.00.**

Office Assistant Position:

**Description:** Office Assistant  
  
**Office Assistant Job Purpose:** Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.

**Office Assistant Job Duties:**

* Forwards information by receiving and distributing communications; collecting and mailing correspondence; copying information.
* Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
* Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund
* Maintains office schedule by picking-up and delivering items using automobile.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
* Updates job knowledge by participating in educational opportunities.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Skills/Qualifications:** Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills

Please **email** cover letter and resumes to: [bocodainc@gmail.com](mailto:bocodainc@gmail.com) or **Mail to:** Bonazah Community Development of Africa, Inc. PO Box 917, Fort Drum, New York 13602.

[www.bocodainc.com](http://www.bocodainc.com)