

**Cottonwood District 4-H  
Application, Resume, Interview (ARI)**



**ABC Secretarial Support Services  
Position: Office Assistant**

**Position Overview**

ABC Secretarial Support Services is seeking a part-time employee to join their staff! You will be responsible for copying, sorting and completing office forms. Exceptional communication skills are a must. The ability to greet customers, answer and transfer calls, take messages and follow up on them is necessary. Other tasks include running errands. Ability to navigate Word, Excel and Outlook are a plus!

**Essential Job Functions**

- Copy, sort and complete paperwork
- Answer the phone
- Answer basic customer questions
- Knowledge of Word, Excel and Outlook
- Able to run errands

**Other Skills Needed**

- Communication
- Organization

**Eligibility:** 4-H Senior level

**Submit:** Cover letter, resume for this position, and references

NOTE: This job description is not intended to be all-inclusive. Employee may perform other relate duties as negotiated to meet the ongoing needs of the office.