



Our Lady of Lourdes Hospitality North American Volunteers, LTD.

Public Association of the Christian Faithful and First Hospitality of the Americas

Office Assistant Job Description

Responsible to assist office team with all tasks necessary to support the daily function of the office and programs of the association.

Responsibilities

- Direct incoming phone calls
- Respond to phone and email inquiries about programs
- Receive and fulfill requests for Lourdes Water
- Organize office
- Inventory and order supplies
- Coordinate, schedule and oversee local in-office volunteers as necessary
- Photocopying and scanning
- Prepare mailings (individual, small group and bulk)
- Create and update records ensuring accuracy and validity of information
- Data entry

Skills

- Proficiency in Microsoft Office
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Ability to multitask and be responsible for a variety of tasks with high attention to detail
- Must be service minded, willing to learn and flexible
- Ability to prioritize and work independently
- Working knowledge of office equipment
- An understanding of our mission and mission of the Catholic Church

Compensation and Benefits

- Hourly with opportunity for advancement
- Health and dental benefits
- 401K with match
- Paid vacation and personal days
- Flexible hours
- Occasional overtime required

How to Apply

This position performs truly rewarding work that is essential to all of our programs.

Qualified applicants should send cover letter and resume to erika@lourdesvolunteers.org.