



East Haddam Parks & Recreation

1 Plains Road

P.O. Box 385

Moodus, CT 06469

Phone: 860-873-5058

Email: parkandrec@easthaddam.org

Website: www.easthaddamrec.com



OFFICE ASSISTANT JOB DESCRIPTION

Company Overview:

East Haddam Parks and Recreation is a town agency that seeks to provide recreational and leisure activities to all community members.

Job Description:

The Office Assistant is responsible for general office support to the Parks and Recreation Director. Performs a wide variety of basic clerical functions including, but not limited to typing, filing, answering telephones, receiving and directing visitors, handling routine requests for information on program materials, assisting with mass mailings, preparing routine forms and assist in preparing program rosters.

Responsibilities:

- Greet employees, visitors, and the public, assisting with routine inquiries and requests and providing a high level of customer service.
- Answer telephone calls, providing routine information, taking messages, and routing calls to the appropriate destination.
- Maintain and update records and files and retrieve files, forms, inventories, logs, and other documents.
- Register program and class participants; enter data into and retrieve data from standard business software, databases, and online systems; post a variety of information on forms, records, reports and files.
- Prepare flyers for distribution and assist with posting program activities in the local newspaper.
- Perform other related duties as assigned.

Qualifications and Required Skills and Competencies:

- Current Nathan Hale-Ray High School Student as this is part of Work Study Program.
- Ability to work independently and possess energy and enthusiasm.
- Ability to positively interact with the general public.
- Basic knowledge of the operations of telephones, computers (google docs), copiers, facsimile machines, and other standard office equipment.