

Position Title: Administrative Volunteer

Reporting Relationship: Director of Operations

Position Objectives: To provide administrative office support to ISS/USA.

Responsibilities:

1. Open, stamp, sort, and distribute the mail daily, complete invoice control form and attach to all invoices
2. Research and provide current address for repatriates as requested for DOS collections
3. Post all outgoing correspondence, (regular, overnight, air mail, certified, return receipt requested)
4. Maintain Pitney Bowes postage machine in good working order and supply with postage (as it gets low)
5. Prepare monthly datasheets on repatriation cases at appropriate intervals and forward to program support center
6. Create, assist and maintain physical office filing systems as required
7. Scan, photocopy, collate, and handle mass mailings of documents as required
8. Log and maintain new cases in the intercountry database, create physical file, and forward to assigned case manager
9. Create and maintain electronic and physical files
10. Maintain job applicant tables and contact information
11. Assist with incoming and out-going correspondence.
12. Assemble and mail informational materials in response to client inquiries.
13. Perform data-entry/word processing, create and/or maintain excel spreadsheets as required.
14. Help to maintain agency contact directories for Intercountry and Repatriation programs
15. File all appropriate documents in program case files
16. File all accounts payable documents in the finance office
17. Assist with filing of Human Resources and Finance documents as required
18. Perform all other duties and tasks as assigned.