



Pleasant Valley Bible Camp

3606 Wilson Rd., East Jordan, MI 49727

Job Description: Office Assistant

The Office Assistant volunteers to work under the supervision of the Office Manager.

Qualifications

- Must be able to work independently
- Must be able to work effectively as a member of a team
- Proficient in Microsoft Office software as well as other software programs
- Strong communication skills (both verbal and written)
- Detail-oriented and well-organized
- Ability to multitask and prioritize multiple tasks
- Ability to operate office equipment (including computers, copiers, fax, etc.)
- Discretion with confidential information

This position includes the following:

- Manage the daily operations of the camp office.
- Coordinate the inventory and ordering of business and office supplies.
- Manage customer service and communication functions as needed.
- Assist in the management and record keeping of camper and staff information.