

# Office Assistant Job Description

## JOB SUMMARY:

The purpose of the VFW Post 4709 Office Assistant is to aid under the direction of the Post Quartermaster in all administrative duties as assigned. The Office Assistant will be working for VFW Post 4709, a non-profit veteran's service organization based in Conroe, Texas. This individual must have excellent written and oral communication skills. Possess outstanding organizational skills and work independently, effectively, and a part of a team in a challenging and fast paced work environment. Person must conduct multiple projects simultaneously and maintain knowledge for all Veterans of Foreign Wars programs. Encouraged to be an active participant in programs involving communities, Military Troops, and the Veterans of Foreign Wars.

## Work Schedule:

- Part-time (not to exceed 20 hours a week)
- Monday – Friday
- 8am -12pm

**Pay:** \$15.00 - \$20.00 (based on experience)

## Specific Duties:

- Oversee community service workers
  - Assign tasks to be done for that day
  - Log hours worked for each service worker
  - Receive/implement Municipal Court/County calls
- Order & pickup approved shopping lists/orders for the post (Home Depot, Lowes, Walmart, Sam's HEB Office Depot, etc.)
- Oversee Hall Rentals
  - Filling out contract
  - Annotate reservation on calendar
  - Coordinate with Cleaning Crew for after event cleaning
- Oversee & create Bingo & Canteen Memberships cards
  - Communicate with House Committee for approval
  - Make membership cards & keep rosters current
- Provide relief application to candidates (QM will oversee processing)
- Prepare for meeting nights
  - Setup Hall (arranging tables, set-up podium, set-up flags)
  - Meeting Folders
    - Print out necessary copies of QM Report
    - Print out necessary copies of previous meeting minutes
    - Put out on tables after folders are complete
- Clean offices (QM & CDR offices)
- Keep post binders current (change over to new year 1 July)

- Oversee appointments with Contractors (plumbing, HVAC, etc.) as made by the QM/CDR
- Oversee van registration and maintenance schedule
- Place alcohol orders for Canteen
- Receive phone calls and return all voicemail messages
- Monitor info & event emails
- Create signage for events (utilizing Canva) as directed by QM/CDR
- Scan and archive documents
- Manage/maintain employee files
- Organize Honor Guard Requests with Honor Guard representative

## **General Duties**

(These duties are general in nature and are not intended to reflect all duties which may be required of the employee)

- Assist Post Quartermaster as needed
- Assist Post Commander as needed
- Assist Post Adjutant as needed
- Oversee walk in traffic to the Post
- Maintain computer and paper filing system
- Ensure all tasks directed by the Quartermaster are processed quickly, accurately and keep file area current to reflect recent work
- Maintain an efficient flow of correspondence by reviewing, planning, and prioritizing work on a daily basis
- Perform duties such as maintaining filing system, photo copying and collating messenger services, mailing system, and other office duties as assigned
- Ability to assist the Quartermaster with planning meetings, conventions, multifaceted projects, and special sessions
- Proficiency in Microsoft Office 365 software
- Ability to use other programs to design certificates for VFW Programs

Successful applicants will submit to a criminal background check and Fingerprinting. Work status will remain probationary until this process is successfully completed.