



Job Opportunity

Office Services Assistant

Reports to Office Services Manager

Monday – Friday; 8am – 4pm

Duties:

- Fulfill copy requests
- Sort, track, and deliver mail including packages
- Set up and troubleshoot AV equipment for events
- Run postage machine
- Oversee student workers and assist in scheduling

Qualifications:

- Superb customer service skills
- Good working knowledge of Excel
- Ability to work independently, problem-solve and manage students
- Ability to work with packages up to 40 lbs.
- Familiarity with copiers, postage machines, and audio-visual equipment (projectors, microphones, speakers) preferred
- Some flexibility to work until 5pm when manager is out or there is a big project to be completed

Enjoy a 35 hour work week, 14 paid holidays, generous vacation policy and comprehensive medical benefits. This position is eligible for overtime and the pay range is \$11-12 per hour. Free parking and a pleasant work environment make this an excellent opportunity!

Please send cover letter and resume to careers@ndc.edu. Please write "Office Services Assistant" in the subject line of your e-mail.