



SEARCHING FOR

volunteers

for our
Special Projects Division

DEPARTMENT

JOB TITLE

Office Assistant

DESCRIPTION

The assistant will assist in daily office tasks including but not limited to restocking office supplies, making copies, scanning documents, digitizing files, data entry, and occasional client support services at the front desk.

RECOMMENDED SKILLS

Fluent or strong mastery of English. Quick learner, good memory of repetitive processes, competency in technology and troubleshooting, good customer service skills.

PLUSES

Fluency in additional languages other than English. Neat handwriting and preference for organization.

LOCATION

Akron

SCHEDULE

15-20 hours a week; Mon thru Fridays from 9:00am to 5:00pm

HOW DOES THIS BENEFIT ME?

Development of the following skills: office management, e-mail and digital organization, customer service skills, time management, multitasking, networking and exposure to service organizations with underserved minority communities.

INTERESTED?

Please contact Kelly Le, kle@asiaohio.org, 330-535-3263 ext 5301



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