



Administrative Assistant Volunteer Services

Part time opportunity (20 hours/week; Monday through Friday) in our Oshkosh Office.

Will: Organize, schedule and coordinate volunteer drivers with transportation requests from Winnebago County Health and Human Services. Create and maintain efficient systems for files, records, and procedures for the Winnebago County Transportation Program. Verify and bill for mileage reimbursement. Perform clerical or receptionist duties as needed and assist in carrying out special assignments and projects.

Requires: Effective communication skills with ability to understand and relate to the special needs of low-income people. Organized and efficient work habits. Proficiency, skills and experience with word processing, spread sheet, data management and in the operation of office equipment. Ability to do a wide variety of tasks.

Minimum pay is \$14.01/hr with paid vacation, sick & holiday time and 401K/Retirement benefits. Resumes with cover letters received by 10/13/17 will be given preference. Send to ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 or FAX: 920-922-7214 or Email hr@advocap.org.

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