

20th Contracting Squadron

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant, Contracting
CONTACT PERSON: Judith P. Croxton, Director of Business Operations
PHONE: 895-5403
WORK LOCATION: Bldg 216, Shaw AFB
ORGANIZATION: 20th Contracting Squadron
ADDRESS: 321 Cullen Street
HOURS NEEDED: Core work hours are: 0730 – 1630
(time can be set upon mutual agreement)
DAYS NEEDED: Any days available
START DATE: As soon as agreed upon by both parties
END DATE (If temporary): End date to be determined by Government

VOLUNTEER DUTIES: General administrative duties to assist 20 CONS personnel with varied aspects of acquisition of goods, services, and construction. Typical duties may include research, proofing, typing and preparation of certain portions of the contract files. May be required to use multiple forms of office automation and software with varied functions to produce a wide range of documents, formats, etc. May use word-processing software to create, copy, edit, store, retrieve, and print forms, memos, and letters; uses existing database or spreadsheet software to create, enter, revise, sort, calculate, or retrieve data for reports; and uses graphics software to provide graphs and charts for reports and presentations.

After training, may be asked to carry out familiar assignments in accordance with previous instructions, standard procedures for creating documents, or entering or retrieving data, and established use of software packages.

SPECIAL REQUIREMENTS:

1. Have a working knowledge of computers (MSWord, MS Excel, MS PowerPoint)
2. Be familiar with the military system and chain of command
3. Exhibit and have exceptional interpersonal and telephone skills. Be good at dealing with customers and diverse groups of people
4. Have ability to work successfully in high operations tempo
5. Position requires background check in order to obtain Local Area Network access
6. Procurement Defense Desktop access and associated applications
7. U.S. Bank access for Government Purchase Card Program

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills that can be used to build a strong resume.
2. Obtain interactions with multiple base offices and customers.
3. Gain skills in the acquisition field.

TRAINING:

1. Training volunteer will receive training on operation of various office equipment to include, but not limited to: computers, scanners, FAX machine, and copy machine.
2. Training will be one-on-one instruction from contracting professionals .

Signature of "Volunteer"

Date

Signature of Supervisor

Date