POSITION SUMMARY
This position will assist LSC Foundation with general office duties. Job responsibilities include: copying, filing, collating, scanning, shredding, event preparation and data entry.

PRIMARY RESPONSIBILITIES
1. Filing
2. Copying
3. Pick up and deliver mail
4. Scanning and/or shredding
5. Record maintenance, preparation and review of forms, data entry
6. Event preparation and support
7. Collect and record data

REQUIRED QUALIFICATIONS
• High School Diploma or Equivalent
• 0-1 Year experience

KNOWLEDGE SKILLS AND ABILITIES
• Interpersonal skills
• Organizational skills
• Analytical and problem solving skills
• Working knowledge of general office procedures and practices
• Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY
• Pushing or pulling carts or other such objects
• Lift objects weighing up to 20 lbs.
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing