Role & Responsibilities of the Office Assistant

Committee · https://horshamu3a.org.au/docs/role-responsibilities-of-the-office-assistant/

About the Role

The Office Assistant role is to assist in the day to day management of tasks within the U3A office. This can include but is not limited to the below responsibilities,

Responsibilities

- Maintenance of the various Noticeboards around the building, including removal of old notices and also notices that should not be displayed.
- Creating, management and security of any documentation such as signs, notices, etc.
- Maintenance of the supply cabinet including storage of pens, paper for photocopier, etc.
- Photocopying materials as provided

Reporting

The Office Assistant reports directly to the President.