

Exodus Refugee Immigration is currently seeking a temporary, part-time (20 hours per week) Office Assistant. Successful candidates will have excellent customer service skills and a demonstrated ability to work in a fast paced environment. This position deals with a diverse group of callers and visitors which requires an ability to respond appropriately and compassionately to individuals with limited English proficiency. Additionally, the position requires great attention to detail and problem solving skills. You will be fully engaged and busy from the first day, and we guarantee there will never be a dull moment!

#### Responsibilities & Requirements

- Excellent time management skills
- Ability to multi-task and prioritize work
- Answer high volume, multi-line phone system
- Perform general clerical duties to include but not limited to: data entry, photocopying, mail distribution and filing
- Exceptional customer service skills, over the phone and in person
- Excellent written and verbal communication skills
- All scheduled part-time hours will be between 9-4 Monday through Friday.

#### Qualifications

- Proficient with Gmail and related Google products (calendar, drive, chat)
- Preference for Bilingual/Multilingual candidates of the following languages: Arabic, Burmese, Kinyarwanda, Swahili, and/or Tigrinya
- Proficient in MS Office (Word, Excel)
- High school diploma
- Minimum one year of administrative experience or equivalent work experience

Please send a cover letter detailing your available hours and a resume to Megan Hochbein at [mhochbein@exodusrefugee.org](mailto:mhochbein@exodusrefugee.org). No phone calls or walk-ins please.