

Office Administrative Specialist

Immediate Opening to Qualified Individual

The W. D. Boyce Council, Boys Scouts of America, has an open Office Administrative Specialist position providing a challenging opportunity to serve in a variety of duties! The successful candidate will have at least two years' experience in an office setting, preferably a fast-paced multi-tasking environment. Demonstrated proficiency in the use of Word and Excel are required. In addition, excellent keyboarding skills are also required for data entry including registration, cash receipts, and other administrative support. Candidate must be detail-oriented and organized with outstanding interpersonal skills. Part of the job for this customer service specialist will include receptionist and telephone answering duties. Competitive salary and outstanding benefits included.

Note: This position is full-time, however part-time could be a possibility.