



Administrative Aide
Accounting Services/Migration & Refugee Services

Position Description:

Perform data entry tasks for selected systems. Provide office support for MRS/Accounting personnel.

Requirements:

Level of Study: High School Diploma required

Major Field/Specialty: Business and accounting courses helpful

Other Specialized Training:

- Computer skills
- Various software program knowledge

Type and Nature of Professional Experience (Minimum 1-2 years):

- Office procedures
- Data entry skills