

## **HELPER**

1. Handle day-to-day administrative and operational tasks.
2. Assisting with basic office needs, such as stocking supplies, reserving meeting rooms, and setting up projectors or equipment.
3. Helping organize and manage files or documents
4. Develop and maintain digital and physical filing system
5. Performing certain clerical tasks, such as photocopying, scanning, and faxing
6. Requisitions supplies and equipment needed for cleaning and maintenance duties
7. Directing clients/customers on where to go
8. Manual labor including paper picking, keeping landfill clean and presentable
9. Performs other related duties as assigned.
10. Deliver positive customer service interactions.
11. Communicating repairs required to the management and/or maintenance teams
12. Assisting with vehicle maintenance.
13. Provide logistic support for meetings and events.
14. Perform research tasks when needed.
15. Sorting Materials