



Position: Recruiter Office Assistant
Location: Salinas, CA

Job Description:

Assist the program manager with tasks in preparation for the upcoming events. These tasks include but are not limited to, updating excel spreadsheets, word documents, data entry and reporting, assist in coordinating and tracking the pickup and delivery of supplies. Assist recruiters in contacting and processing existing and new volunteers to serve on event day. The assistant will assist in the call center on the day of the event.

Qualifications and Skills:

- Computer proficiency
- Microsoft Office (Word, Excel)
- Customer service oriented
- Ability to work in a fast pace environment

Schedule:

Mon-Fri 8-5 (with weekends and overtime as needed)

Please send resumes to: ccjobs@slingshotconnections.com

Phone Number: 831.663.4000