

## **USA Girl Scouts Overseas – North Atlantic Vacancy Announcement**

USA Girl Scouts Overseas – North Atlantic is seeking interested candidates to fill a **TEMPORARY Mail Clerk/Receptionist** position within the organization as soon as possible. This position is full time; work hours negotiable, start time daily is 0900 hours.

Responsibilities for this position include but are not limited to: (Daily)-preparing all outgoing mail for the Main Office and Girl Scout shop, maintaining mail logs, opening and distributing all incoming mail; answering the telephone (taking and delivering messages); greeting walk in visitors. This position will also provide support to the Girl Scout Shop and Administrative Assistant for Membership. Training for these support activities will be provided.

This position is open to US military family member identification card holders who also possess a USAREUR Drivers License. Candidates must possess documentation eligibility for work within the United States. Interested candidates must demonstrate knowledge, understanding and skill in Microsoft Programs to include Microsoft Word and Outlook. The candidate must be able to multitask! Candidates must be able to lift 40 pounds and be able to drive a standard transmission vehicle; and work an occasional weekend or attend an away training event in a working capacity.

Interested individuals should submit resumes to Vickie Shackett via email address at: [vickie.shackett@eur.army.mil](mailto:vickie.shackett@eur.army.mil)