



UCR Environmental Health & Safety (EH&S) is looking for a staff employee to temporarily assist with recharges. Incumbent will be responsible for updating and maintaining spreadsheet with recharges and assist with monthly reporting.

**Position:** Administrative Assistant

**Job Requirements:**

- Strong attention to detail
- Experience with Excel
- Must have computer and internet access
- Preferred - Experience with UCR online recharge system
- Must be able to handle sensitive information and maintain confidentiality

**Hours:** Approximately 10 – 20 hours per week.

**Remote Work:** Yes