



## **DOCTORS CARE Job Description**

Job Title		Revision Date:
Reports To:	<b>Phone:</b>	
<b>Type of Position: Volunteer</b>		

### **Primary Objective**

### **Core Responsibilities/Key Accountabilities**

- Commitment:
- Durations: ongoing
- Data entry

### **Knowledge, Skills and Strengths Requirements**

- General office skills (typing, filing, phone etiquette)
- Proficient in Excel and experience in other databases
- Data Entry and analysis

### **Desired Education/Experience**

- College graduate preferred
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