

**Application instruction for Membership Support Specialist**

Please provide a current **resume**, a completed employment **application** and your responses to these **supplemental questions.**

**Supplemental Questions:**

1. This position is required to be onsite and in office from 8am to 5pm, Monday through Friday. Will you be able to meet this requirement?
2. Please describe your experience with Microsoft Word, Excel, and Outlook.
3. Please describe your experience with database software.
4. Please outline your views and experience related to customer service both to internal staff and external customers or clients.

Please provide your full application packet to [hr@sdao.com](mailto:hr@sdao.com).

Open until filled with first consideration given to application packets received by November 18th, 2022.

For questions, please contact [hr@sdao.com](mailto:hr@sdao.com) or call 503.400.3130.