

**Role Title: Office Hotshot**  
**Team: Admin**  
**Department: Engine Room**

### **Team Description**

We are the paper pushers, the organisers, the framework on which the dreamers, artists, and raw muscle build Burning Seed. We love transforming chaos into order, and nothing turns us on more than a slick spread sheet (heheh).

### **Role Summary/Purpose:**

Office Hot Shots are in charge of maintaining the Site Office during the event to support other teams with administrative needs.

### **Working relationships:**

- Office Top Gun
- Red5 (Rangers radio controller, who shares the office)
- Other teams as needed

### **Time Commitment/Dates required:**

- *Year Round: nil*
- *On Site: at least 1x 4-hour shift*
- *Post-event: nil*

### **Duties/Responsibilities**

- Keep office tidy and inform Office Top Gun if stock levels run low
- Print forms for teams when running low
- Provide extra stationery and office supplies to teams as requested
- Answer questions to curious passers-by

### **Necessary Qualities, Knowledge and Experience:**

- Enthusiasm for serving the community
- Approachable, warm and friendly demeanor

### **Desirable Qualities, Knowledge and Experience:**

- Experience in an office environment
- Basic computer skills

**How to Join:** Register to join the crew via completing the Crew registration Form found [here](#).

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