

- (5) Performs other duties such as performing switchboard duties, 5%
typing materiel management reports and correspondence to
include materiel Distribution Account adjustments, write-offs
and strike-offs of Canadian Government materiel, typing corres-
pondence relating to Chancery stationery orders, assisting in
the preparation of supply inventory, and assisting Canada-based
staff and their families when the need arises in obtaining
doctors' appointments in the case of emergencies during office
hours, and after hours for translation purposes.

INCUMBENT

SUPERVISOR

DATE

DATE