

OFFICE ASSISTANT

Peninsula Agency on Aging (PAA) is currently seeking applicants for the position of Office Assistant to serve as a receptionist and perform clerical work to support the agency mission.

Successful candidates will possess a general knowledge of standard office practice, procedures, equipment including PCs, and clerical techniques; general knowledge of business English, spelling, arithmetic; ability to type; ability to make mathematical calculations; ability to operate a central telephone system and to relay messages; ability to establish and maintain effective working relationships with associates and the general public and possess strong people skills; ability to understand and follow written and oral instructions and work independently.

Individuals age 60+ and persons with disabilities encouraged to apply.

Required Education: Any combination of education and experience equivalent to graduation from high school supplemented by courses in typing, computers, office procedures, office security, or other related course work.

Part Time – Monday –Friday 8:00 a.m. – 12:30 p.m.

Hourly Rate: \$7.88 - \$9.12

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please apply online at <http://www.paa-inc.org> and select “About Us” then “Employment Opportunities.” Resumes may be sent to cfo@paa-inc.org.