



## **Linking Seniors & Services since 1974**

PAA is currently seeking an Administrative Assistant to perform duties to support the Nutrition department with a wide variety of administrative, data entry, customer service and other tasks.

Successful candidates will possess extensive experience working in an administrative position, proficiency using Microsoft Word, Excel, Access, and web-based data entry, a thorough knowledge of standard office practices and procedures, working knowledge of business English, spelling, and arithmetic, ability to type and complete data entry accurately and efficiently; ability to establish and maintain effective working relationships with others; ability to use discretion and judgement in the possession of confidential information; ability to learn and adhere to PAA policy and procedures.

Required Education: Any combination of education and experience equivalent to completion of a high school diploma.

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

Part Time – 32 hours/week

Hourly Rate: \$11.37 + eligible for Health Insurance

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please send resumes with three references to [cfo@paainc.org](mailto:cfo@paainc.org).