



Linking Seniors & Services since 1974

Administrative Assistant – Nutrition

PAA is seeking an Administrative Assistant to performing supportive work assisting the Nutrition department with a wide variety of administrative, data entry, customer service and other tasks.

Successful candidates will be proficient with Microsoft Word, Excel, Access, and web-based data entry; possess extensive experience working in an administrative position; possess a thorough knowledge of standard office practices and procedures; possess 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 associates; ability to use discretion and judgement in the possession of confidential information; ability to learn and adhere to PAA policy and procedures.

Individuals age 60+ encouraged to apply.

Required Education: Any combination of education and experience equivalent to the completion of high school will be considered.

Hourly Rate: \$11.37 - \$12.06 w/benefits

Part Time – 30 hours - 9:00 a.m. to 3:00 p.m., Mon - Fri

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please apply online at <http://www.paainc.org> and select “About Us” then “Employment Opportunities.”