



Linking Seniors & Services since 1974

ADMINISTRATIVE ASSISTANT – CARE COORDINATION

Peninsula Agency on Aging (PAA) is currently seeking applicants for the position of Administrative Assistant to perform administrative and clerical work to support the Care Coordination team. Routine duties include entering data into databases and spreadsheets, coordinating special activities, filing, and completing web searches for information.

Successful candidates will possess a strong understanding of Excel, thorough knowledge of standard office practices, procedures, equipment; ability to communicate effectively with older adults; experience with Microsoft Office products; ability to complete data entry; ability to establish and maintain effective working relationships with associates, other agencies and the general public.

Individuals age 60+ encouraged to apply.

Required Education: Any combination of education and experience equivalent to an Associate's degree will be considered.

Hourly Rate - \$11.37 - \$12.05, Part-Time – 24 hours/week

Drug free workplace, Senior Friendly Workplace, Inclusive Workplace, Equal Opportunity Employer, Affirmative Action Employer

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