



ADMINISTRATIVE ASSISTANT

This is a fast pace, non-medical home care company that is seeking a highly motivated Administrative Assistant for their office. This position is part-time/full-time with growth potential.

Candidate must be a team player, resourceful, self-motivated, organized, and must have an exceptional level of attention-to-detail. You must have a professional appearance, excellent oral and written communication skills, experience with Microsoft Office, Internet, multiple phone lines and previous experience with working in an office.

Starting salary: \$10 - \$13/hr DOE.

Job Description/Duties to include, but not limited to the following:

- Greeting & Reception of clients
- Phone reception duties
- Assist with preparing outgoing mail (shipping, delivering & tracking) packages
- Receive all mail deliveries (FedEx, UPS, etc.) and distribute to appropriate staff
- Preparing and sending faxes
- Filing and copying documents such as client, vendor and employee files
- Organizing and maintaining supply room
- Maintains filing system
- Provide administrative support with general office duties as assigned by staff
- Assist with staffing assignments
- Willing to fill in as an emergency caregiver if needed
- Must have reliable transportation
- Must pass criminal background check and drug test

To be considered for the position...

**Please fax your cover letter, resume and salary expectations to:
323-466-2195. Submissions without all three will not be reviewed.**

Referred by: METRO NORTH WORKSOURCE CENTER

342 San Fernando Road
Los Angeles, CA 90031
Tel. (323) 539 -2000

Mon, Wed & Fri 8am-5pm/Tue & Thu 8am-7pm /1st & 3rd Sat 9am-1pm

Auxiliary aids and services are available upon request to individuals with disabilities. For more information, call (323) 539-2000. Goodwill Southern California provides, upon request, reasonable accommodation to ensure equal access to its programs, services and activities. The TTY/TTD phone number is (323) 539-2057 Please contact our staff 72 hours in advance. – Equal Opportunity Employer/Program

Posted 8/11/09

