



NUTRITION ADMINISTRATIVE ASSISTANT

A career that makes a difference and impacts the lives of others!

OPEN POSITION LISTING

Benefits include:

- ⇒ vacation = 3 weeks
- ⇒ sick time = 12 days
- ⇒ personal time = 1 week
- ⇒ 13 holidays off plus your birthday off!
- ⇒ health & dental insurance
- ⇒ life insurance
- ⇒ long-term disability insurance
- ⇒ short-term disability insurance
- ⇒ 403(b) retirement plan
- ⇒ credit union
- ⇒ pre-tax deductions

ABOUT OUR AGENCY:

We are a private, non-profit organization dedicated to promoting independence, dignity and well-being among the elderly and disabled through quality, affordable and culturally-appropriate home and community-based care.

**EO/AA/VEV/Disabled
Employer**

***We Affirm and
Support Diversity***

This Administrative Assistant provides specialized program assistance to a Director level position and departmental managers. S/he performs the administrative responsibilities of the department including daily coverage of the department phone and switchboard and running the daily counts. S/he ensures the timely and accurate preparation of statistics, bills, and reports. This is a fast-paced multi-tasking job.

QUALIFICATIONS:

1. Computer experience including e-mail, Microsoft Office and Excel is required. Ability to use spreadsheets.
2. 1-3 years experience as an administrative assistant working in a fast-paced environment.
3. Accurate typing skills at 50 wpm.
4. Demonstrated organizational skills.
5. Excellent communication skills, including good grammar and spelling.
6. Patience when dealing with clients, elderly and disabled people.
7. Demonstrated ability to maintain confidentiality.

SALARY:

\$33k - \$34k for a full-time 35 hour work week M-F 8:30 am to 4:30 pm. Our Agency is accessible by the Orange line (Green Street stop) and busses.

TO APPLY:

Submit resume and cover letter to:

Attn: Human Resources Director

Email: ethos_hr@yahoo.com

Fax: 617-524-2899

555 Amory St.

Jamaica Plain, MA 02130