



**SENIORSPLUS HAS EARNED THE BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION**

**IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS**

**THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.**



## **Part/Time** **Administrative Assistant**

SeniorsPlus is searching for a part-time Administrative Assistant to work at their Lewiston location.

The Administrative Assistant provides administrative support and receptionist duties to the agency by answering incoming calls, greeting visitors, and performing various administrative tasks in support of departmental needs.

### **Responsibilities Include:**

- Providing excellent customer service to clients, service providers, visitors, employees, and volunteers by demonstrating high regard and respect for all individuals in person or on the phone.
- Maintaining general knowledge of agency services and assistance with calls as well as providing information to callers and scheduling appointments.
- Maintaining a log of information and referral requests.
- Operating a multi-line switchboard in a professional and personable manner by answering all incoming calls, transferring calls to the appropriate staff or taking messages when necessary.
- Processing incoming cash, checks, and credit card payments according to Fiscal Department procedure(s) and Administrative Assistant Procedure Manual.
- Responsible for taking credit card payments over the phone using secure website Merchant Center.
- Managing registration for various Community Services programs and classes to include the Education Center, remote classes and events held in Androscoggin, Franklin, and Oxford counties, and assisting with scheduling client appointments.
- Providing administrative support and assistance for projects as requested. This includes periodic help with mailings and surveys.

### **Minimum Qualifications Include:**

- Associate degree from a two-year college or technical school plus 2 years of experience in a responsible secretarial/administrative position,
- **OR** a combination of related experience and training.
- Valid Maine Driver's License
- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.

### **Benefits:**

- 13 paid holidays plus generous earned benefit time
- Pension Plan
- Short Term Disability Insurance
- Employee Assistance Program (EAP)

**Pay Range/Schedule:**

- \$17.60 - \$21.00/hour (based on qualifications and experience)
- 20 hours per week (Monday-Thursday afternoons)

Interested candidates should submit a letter of interest and resume to [jobs@seniorsplus.org](mailto:jobs@seniorsplus.org) or:

Human Resources  
SeniorsPlus  
8 Falcon Road  
Lewiston, ME 04240

**SeniorsPlus is an Equal Opportunity Employee**