



## JOB POSTING

LOCATION: Alger County

POSITION TITLE: Office Assistant

POSITION STATUS: On Call

CLASSIFICATION/ \$10.26 (A.2)

**RESPONSIBILITIES:** Primary responsibilities include performing a variety of support tasks such as filing, answering the phone, data collection, entering and disseminating information, assisting in the preparation of necessary documentation as requested including graphs and spreadsheets, typing, scanning and other administrative tasks.

**QUALIFICATIONS:** High School diploma or general education degree (GED); prefer one year of experience in general office duties. Applicant must have good communication, organizational, and computer skills and be able to type a minimum of 60 wpm with a maximum of 12 errors.

**EFFECTIVE:** To be negotiated with supervisor

**APPLY TO:** Send letter of interest to:  
Pathways HR Department  
200 W. Spring Street  
Marquette, MI 49855  
E-Mail: [landerso@up-pathways.org](mailto:landerso@up-pathways.org)  
FAX: (906) 225-9835

**APPLICATION DEADLINE:** Until filled

An Equal Opportunity Employer