



JOB POSTING

LOCATION: Marquette County

POSITION TITLE: Office Assistant

POSITION STATUS: Regular full time (40 hours weekly)
Hourly/Nonexempt

CLASSIFICATION/ Base of \$9.56 to ten years at \$15.38
AML T&SS Unit plus benefits

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. This position also provides back-up coverage for the receptionist, file room, and other departments as needed.

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 determined

APPLY TO: Send letter of interest to:
Pathways - Human Resources Department
200 W. Spring Street
Marquette MI 49855
E-Mail: landerso@up-pathways.org
FAX: 906-225-7282

APPLICATION DEADLINE: Until Filled

An Equal Opportunity Employer