



## JOB POSTING

LOCATION: Luce County

POSITION TITLE: Office Assistant

POSITION STATUS: On Call

CLASSIFICATION/ \$10.78 per hour

**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, transcribing, 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 along with typing skills with a minimum net typing speed of 50 wpm, as tested.

**EFFECTIVE:** To be determined

**APPLY TO:** Send letter of interest to:  
Pathways - Human Resources Department  
2500 7<sup>th</sup> Ave. South Suite 100  
Escanaba, MI 49829  
E-Mail: [jroman@up-pathways.org](mailto:jroman@up-pathways.org)  
FAX: 906-233-1220

**APPLICATION DEADLINE:** Until filled

An Equal Opportunity Employer