



JOB POSTING

LOCATION: Marquette County

POSITION TITLE: Office Assistant

POSITION STATUS: Full Time, Scale 7, AML Unit
40 hours weekly / Non Exempt

SALARY RANGE: \$13.03/hr - \$17.55/hr
Plus full time 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 50 wpm (net typing speed), as tested.

EFFECTIVE: To be determined

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

APPLICATION DEADLINE: If there are no internal applicants, this posting will remain open to external applicants until the position has been filled.

An Equal Opportunity Employer