

WASHINGTON COUNTY SENIOR CENTER – ADMINISTRATIVE ASSISTANT

Washington County seeks qualified applicants for the position listed above.

Essential duties: Include develop and execute activities for the seniors, schedule guest speakers, plan monthly calendar of activities, greet visitors, answers the phone, interact with the seniors, connecting seniors to needed services, create flyers advertising events or services, conduct exercise programs, ensure compliance with regulations and internal policies, supervise volunteers, organize files, maintain activity records, fill-in for nutrition site manager or director if absent. Performs related work as assigned, under the supervision of the Senior Center Director.

Minimum qualifications: Associate's Degree, a valid NC driver's license, and two (2) years of experience demonstrating the ability to successfully perform the essential duties of the position, or equivalent education, training, and experience.

Other: Must have good oral and written communication skills, strong computer skills, and knowledge of physical, mental, and emotional needs of elderly. A drug test and background investigation will be required.

Applicants **MUST** use and submit a complete official Washington County Job Application Form to: Fetima Moore, HR Specialist, at PO Box 1007, Plymouth, NC 27962.

Official Applications and a **full position description** may be obtained in person from the County Manager's Office at 116 Adams Street in Plymouth, or can be downloaded from:

http://www.washconc.org/human_resources-Job_Openings.aspx

Applications will be accepted until the position is filled. Washington County offers a generous benefits package in addition to a salary, and is an equal opportunity employer.