



Area Agency on Aging Administrative Assistant

Region10 AAA has an immediate opening for a 30-32 hr/wk Administrative Assistant. Applicants must be proficient in EXCEL and WORD with knowledge or willingness to learn basic database entry and Publisher. Minimum requirements: High school diploma/GED, 5 years progressive experience in general clerical, administrative support and basic customer service. This position reports directly to the AAA Director. Compensation: \$15/hr. plus full benefits. Please send cover letter and resume via email to Michele Gad at michele@region10.net by Wed., 1/18/12.