



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Administrative Assistant (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING PAY: \$22.60 - \$23.75 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Administrative Assistant shall be responsible for providing administrative and clerical support to the Elders Program Coordinator and CIMC Executive Director. Shall perform administrative duties assisting the Elders Program Coordinator with program implementation and operation. Shall be responsible for providing administrative support implementation and operation. Shall be responsible for providing administrative support for training sessions, workshops and meetings, including coordinating logistics and materials, making travel arrangements, and providing on-site support. Shall perform duties consisting of data entry, word processing, filing, recordkeeping, mailing and copying.

REQUIREMENTS: Three (3) years administrative or advanced secretarial work experience demonstrative the knowledge and abilities; or two (2) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities with one (1) year post secondary education or training in the secretarial or business field. A valid California driver license, good driving record and adequate insurance.

KNOWLEDGE OF: Office administration, procedures and practices; Business English, usage in spelling, grammar, punctuation and vocabulary; advance word processing, spreadsheet, and presentation software techniques; Microsoft Office programs.

ABILITY TO: Coordinate meetings and training sessions; organize and maintain complex files and records, including electronic records; write routine business correspondence; present information effectively and respond to questions from staff, elder site personnel and general public; communicate effectively both verbally and in writing; work with the public and provide quality customer service; apply common sense understanding to carry out complex instructions, operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, desktop publishing, and database programs; be flexible, work independently and under pressure of time constraints; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong analytical, problem solving, basic math and time management skills. Good decision making ability and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Attention to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

A CIMC Application must be completed and received at any CIMC Office or emailed to recept@cimcinc.com for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs. Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, *et seq.*) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.