



ADMINISTRATIVE ASSISTANT

EMPLOYMENT & TRAINING DEPARTMENT

FULL-TIME (40 HOURS PER WEEK)

GENERAL RESPONSIBILITY: The Administrative Assistant will provide administrative and clerical support to the Employment & Training Director and to the Employment & Training department staff.

SPECIFIC RESPONSIBILITIES: The Administrative Assistant will oversee the gym rentals, respond to customer inquiries, maintain customer lists, filing, completing reports, maintaining department postings and job boards as well as assisting staff with miscellaneous projects.

QUALIFICATIONS: Bachelor's degree or cumulative education and work experience is preferred. High School Diploma or GED is required. Must be able to work evenings and Saturdays.

SPECIAL QUALIFICATIONS: Must possess excellent computer skills including Word, Excel and basic data entry (goal tracking requires the use of computers and the Internet) and must be detail oriented. Must be familiar with basic office equipment and be able to operate them. Must be able to work independently. Must have reliable transportation (primary job location is North Providence, but will have occasional assignments in North Kingstown and/or Westerly). Must be reliable and dependable. Must have valid driver's license and motor vehicle insurance. Must be willing to undergo a comprehensive background screening check. Bilingual is a plus.

APPLICATION PROCESS: Cover letter and resume due to Tri-County Community Action Agency at apply@tricountyri.org; fax 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Suite 201, Johnston, RI 02919.

Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.