



Administrative Assistant

SeniorsPlus has an immediate opening for a full-time, 40 hours/week, Administrative Assistant in our Lewiston office. Working in a team environment, the position acts as receptionist, answers calls on a multi-line switchboard, and performs administrative duties to support various departmental needs and projects. The successful candidate will possess excellent organizational skills; have the ability to efficiently manage multiple tasks at one time; and have excellent communication and customer service skills. Excellent typing skills and proficiency in Microsoft applications is required.

Qualifications include: Associate's Degree, plus two years of experience in a secretarial/administrative position, or a combination of related experience and training.

Interested candidates should apply to:

jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

SeniorsPlus is an Equal Opportunity Employer