

RECORDS CLERK

SeniorsPlus has an opening for an EIM Client Records Clerk, full time, 40 hours per week in our Lewiston office. This position files documents into the client electronic records database and processes outgoing referrals from the Care Coordination team to the Assessing Services Agency. Provides administrative support as required.

The ideal candidate will possess excellent typing/ data entry skills; proficiency in Microsoft applications; excellent organizational skills and ability to manage multiple tasks.

Qualifications include: High School Graduate and two years of related office experience in organizing, assembling, filing and classifying detailed information. Interested individuals should submit a letter of interest including salary requirement and resume to jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
8 Falcon Road
Lewiston, ME 04240

Seniors Plus/EIM is an Equal Opportunity Employer