

---

## Opening: *Energetic Administrative Assistant*

---

**Location:** Carson, CA    **Pay:** \$25,000–\$27,000/Annually    **Hours:** Full Time

**Benefits:** 401K, Flexible Spending, Employee Assistance Program, Medical, Dental and Vision.

**Requirements:** High School Diploma or its equivalent with a minimum of 2-3 years related work experience, Working knowledge of Microsoft based computer programs (Excel, Word, Powerpoint, Access, Publisher), Typing 30 WPM, Reliable Vehicle, Drivers License, Vehicle Registration, Insurance, Valid photo ID, Proof of citizenship, and Security check.

**Who are we?** HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to [www.HPCemployment.org](http://www.HPCemployment.org).

**The position:** The Administrative Assistant organizes (manually filing or storing electronically) office information for quick and easy retrieval, scheduling meetings and appointments, managing office supplies, receiving and disseminating information via telephone, email and other means and receiving and directing office guests. **The ideal applicant** will provide **evidence** of (1) superior customer service through responding to routine telephone information and takes in requests, referring calls and visitors to appropriate staff and performing data input of personnel files, (2) maintains records, resource referrals, employer verifications, file documentation, conducts periodic inventories and initiates action for disposal of excess property, (3) responsible for responding to information and business requests, referrals, applicants, telephone calls and visitors, (4) prepares reports, to include monthly strength reporting, as well as other special reports as requested by Management, (5) scheduling appointments, receiving and processing all correspondence, (6) operating office automation programs such as various word processing, database and electronic mail programs, (7) receiving and organizing employee timesheets on a biweekly basis and (8) completing other various assignments as instructed by Management. **The ideal applicant** will demonstrate superior abilities and skills in (1) taking on responsibilities and challenges, (2) maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations, (3) being open to change (positive or negative) and to considerable variety in the workplace, (4) being honest and ethical, (5) being careful about details and thorough in completing tasks, (6) giving full attention to what other people are saying, not interrupting at inappropriate times, (7) ability to concentrate on a task over a period of time without being distracted, (8) providing information to supervisors, coworkers, and subordinates by telephone, in written form, email, or in person, (9) and accepting criticism and dealing calmly and effectively with high stress situations.

**To apply:** Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.