



500 E. Carson Plaza Dr., Suite 127
Carson, California 90746
T. (310) 756-1560
F. (310) 756-1562
www.hpcemployment.org

Opening: *Energetic Administrative Assistant; Marine Sanctuary*

Location: Monterey; CA

Pay: \$25,000–\$27,000/Annually

Hours: Full Time

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

Minimum Requirements: High School Diploma or its equivalent and a minimum of 2-3 years related work experience; working knowledge of Microsoft based computer programs (Excel; Word; PowerPoint; Access; Publisher); the ability to type 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 US 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.

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.

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 or fax to (310) 756-1562.