

HELP WANTED: P.A.C.E. Inc. is seeking to fill an Administrative Services Assistant position

Salary: \$16.47 – \$19.51/hr., 35 – 40 hrs. per wk., 48 – 52 wks. per yr.

Requirements: Associates Degree in Business Administration, or equivalent experience. Minimum of three (3) years office or related experience. Proficient in Microsoft Office Outlook, Word, Excel and PowerPoint. Excellent interpersonal and communication skills necessary to interact effectively with all levels of personnel. Ability to prioritize and problem solve. Driver's license required. Must be able to pass a background record check.

Job Summary: Responsible for managing and supervising Administrative Support Services at both Head Start sites. The Assistant is the liaison between the program and consultants/representatives from software companies providing data management systems utilized by the program. S/he completes monthly billing for USDA and CCFA reimbursements and provides administrative and fiscal support for all program areas.

The Administrative Services Assistant also has key role in updating information about program services on social media sites. Must be physically able to hear and speak. Required to walk, sit long period of time, climb stairs, write, and lift up to 40 lbs.

Benefits: Low cost Health, Dental, Life and Vision Insurance are available.

P.A.C.E. is an AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.
Deadline to apply: 5:00 p.m., Wednesday, March 20, 2019

Must e-mail a cover letter with your mailing address, title of position, and resume/application to:
hrjobapplications@paceinfo.org or mail the same information to:

P.A.C.E., INC.

P.O. Box 5-626

New Bedford, MA 02742

Attn: Director of Human Resources