



**APPLY BY: JUNE 14, 2021, 5 P.M.**

## **OFFICE ASSISTANT I**

### **Senior Services**

Part-time: Up to 19 hours per week

\$14.00 - \$16.41 per hour

#### **The Position:**

The City of Irvine is seeking a customer service professional with office experience and a passion for serving older adults, to assist with telephone and in-person reception, program information and front office organization in a Senior Center. **This position is Part-time with schedule requirements of up to 19 hours per week.** Future vacancies may be filled through this recruitment.

#### **Essential Duties and Responsibilities; other duties may be required and assigned:**

- Manage front desk operations in a senior center environment.
- Receptionist responsibilities include greeting customers, program participants and the public, as well as answering phones, emails and providing resources to patrons.
- Assist the public in person; provide information pertaining to classes and registration, senior services programs, specialized services, facility information and transportation.
- Schedule assistance appointments, conduct reminder calls and maintain calendars.
- Compile survey responses and various program statistics, manage partner agreements and process volunteer records.
- Edit and maintain program fliers, website, and other marketing materials.
- Handle a variety of clerical duties including the management of paper and electronic files, data entry, duplicating orders and the maintenance of program materials.
- May help set up tables and chairs, AV equipment, and assist with facility reservations
- **HOURS: Shifts will be scheduled up to 19 hours per week Monday-Friday: 8 a.m.-6 p.m.**

#### **Minimum Training and Experience Required to Perform Essential Job Functions:**

- Completion of high school and one year of experience in a front office/customer service setting, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Associate degree or some college education is desirable.
- Ability to push, pull, drag, lift, or carry equipment/supplies (weighing 50 lbs.) and ability to lean, stoop, twist and bend in the performance of job duties.



**Are you interested in this job opportunity?**

**Apply Online: [cityofirvine.org/jobs](https://cityofirvine.org/jobs)**