



# LANAKILA P A C I F I C

*Building Independence for Challenged Lives*

## MEMORANDUM

TO: All Staff  
FROM: Tupu Savaigaea, Recruitment Specialist  
DATE: February 22, 2010  
SUBJECT: **Position Vacancy**

Applications are now being accepted for the positions listed below:

<b>Administrative Assistant to Director Teaching and Learning Center – Bachelot</b>	<b>(Regular Full-Time)</b>
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### **Position Summary:**

Primary responsibility is to provide technical and administrative services to Adult Day Services (ADS) staff. Performs administrative and data processing functions for ADS Services including data entry, record keeping, statistical report preparations, fielding telephone calls, management of confidential program participant records and other reporting requirements, proposal response preparation, management of CARF documentation, preparation and management of special event and other clerical support duties.

### **Minimum Qualification Requirements:**

1. High School diploma and three years experience in general office work required.
2. Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, transcription, and other office procedures and terminology

### **Skills:**

1. Typing speed of 50 wpm
2. 10-key adding machine by touch
3. Must possess organizational and time management skills to meet multiple deadlines
4. Ability to compose correspondences in grammatically correct sentences and correct format
5. Ability to operate computer applications such as MS Outlook, Word, Excel, Access

<p><b><i>Interested candidates may contact Human Resources for a detailed job description/application.</i></b></p>
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