



Now hiring

Administrative Support Specialist

DEPARTMENT: Administration

START DATE: October 2017

PAY RANGE: Grade 6/Points 250 \$12.57

HOURS PER WEEK: 40/hours 8am-4:30pm M-F

POSITION DESCRIPTION

General Scope of Duties:

Provides excellent customer service to all WCAP callers and visitors. Maintains an organized and welcoming office environment. Responsible for completion of regular duties as laid out in this job description, as well as other administrative duties as assigned by outside departments. Must be able to handle simultaneous projects and deadlines to ensure workflow remains steady. Align all actions to support agency mission by ensuring all policies and procedures demonstrate integrity and ethical behavior.

Minimum/Necessary Qualifications

- Proficient skills in Microsoft Word, Excel and Outlook
- Strong communication skills
- Strong organizational/time management skills
- 5 years administrative experience preferred
- Ability to lift 35 lbs. occasionally
- Associate's Degree or equivalent work experience
- Ability to meet WCAP background clearance requirements
- Adequate transportation and ability to meet and maintain WCAP's minimum insurance standards

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.