

Job Announcement for Office Assistant at Peninsula Library System

Part Time Position – No Benefits

Hours: 15-19 hours/wk:

Compensation: \$15.65 to \$18.11, depending on experience

Duties and Responsibilities:

The Office Assistant will assist Accounting and Administrative staff with data entry, filing of invoices and payment vouchers, copying documents, answers the phone, greet guests and other clerical duties as assigned.

Qualifications:

Education & Experience

Some prior accounting experience is helpful, but not necessary

Skills:

Excellent organizational, interpersonal and communication skills.

Type, word processor enter data at a speed and accuracy level necessary for successful job performance.

Competency with PC productivity applications such as word processing, spreadsheets, presentation software, and databases.

Ability to:

Operate a variety of office equipment including a PC, copy machine, fax machine, calculator, and postage meter; use PC business application tools such as Microsoft Word, Microsoft Excel, and Microsoft Access.

Ability to alphabetize & file

Perform basic mathematical calculations.

Work Environment and Physical Demands

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or work rooms.

To apply, send resume to Wendy Cao, caow@plsinfo.org