



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Administrative Support Assistant
(Open)

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

CLOSING DATE: Open Until Filled

STARTING PAY: \$19.49 - \$20.48 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Administrative Support Assistant shall be responsible for providing administrative support to the Executive Assistant and Human Resource Department. Shall perform duties consisting of conference support, data entry, word processing, recordkeeping, mailing, copying and filing. Shall be responsible for providing administrative clerical support for conferences, workshops, training and meetings, including coordinating mailings of promotional/outreach materials, making travel arrangements, and providing on-site support. Provide central office clerical coverage as directed.

REQUIREMENTS: Two (2) years administrative level work experience preferably providing departmental administrative or technical support demonstrating the knowledge and abilities; or one (1) year related work experience demonstrating the knowledge and abilities and one (1) year post-secondary education or training in a related field; and a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Accepted office procedures and practices; software applications, such as word processing, spreadsheets, and database management; conference planning protocols and techniques; travel planning: data entry methods and techniques; Microsoft Office programs.

ABILITY TO: Organize complex files and records, including electronic records; analyze data and prepare reports; communicate effectively; interpret technical manuals; work with confidential records; meet deadlines; operate standard office equipment including computer equipment and standard office software programs including, word processing, spreadsheet and database programs; move large pieces of equipment and lift up to 50 pounds; lift, carry, push and/or pull equipment; travel as needed.

OTHER QUALIFICATIONS: Proficient in keyboarding with excellent spelling, punctuation, grammar, and communication skills. Possess good interpersonal skills, discretion, judgement, organizational ability, initiative and the ability to work as a team and independently.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws. In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.