

OFFICE ASSISTANT - PROGRAM

WHAT QUALIFICATIONS ARE REQUIRED?

Minimum of High School graduate and certification from a business school or one year experience preferred. Valid driver's license for 2+ years and an insurable driving record per VTC insurance carrier. While performing the duties of this job, the employee is regularly required to sit, use hands to type and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

WHAT HOURS WOULD I WORK?

Office Assistants work from 8:00 am to 2:30 pm, Monday through Friday and/or as scheduled by their supervisor. Training sessions may require staying until 4:30 pm one or two days a month.

WHERE WOULD I WORK?

Out of our Lompoc Facility located at 124 North I Street.

WHAT IS THE RATE OF PAY?

The starting rate of pay is \$9.60/hour or DOE. This position is eligible for overtime, although overtime is rare.

WHAT WOULD I DO?

General office duties to include greeting consumers, staff, guests, and outside parties who come to the office and direct them to the appropriate party. Answering phones, directing calls, and taking messages as appropriate. Scheduling meetings and appointments as directed, complete general program filing, compose, edit, and send out letters as specified, data entry, and maintain attendance records.

ARE THERE BENEFITS?

There are excellent benefits including...

- Medical
- Dental
- Vision
- Life Insurance
- Pension – 401k
- Flexible Spending Plan
- Employee Assistance Program
- Credit Union Membership Eligibility
- Holiday Pay (13 including Floating Holidays)
- Paid Time Off (accrue up to 16 days annually)
- Serious Illness Leave (accrue up to 6 days annually)