



ADMINISTRATIVE SUPPORT SPECIALIST

Due to expansion of services, Lakes and Pines CAC, a private non-profit organization, is seeking an energetic, positive and friendly professional to support the Administration office. The

individual will provide clerical support for the Fiscal, Human Resources and Executive Director's offices.

The preferred candidate will be able to demonstrate: the ability to be friendly and courteous in person and on the telephone; experience working with multi-line phones and mail systems; computer use proficiency, including Microsoft Office with Publisher; efficient typing skills; experience with standard office machines; the ability to work with a diverse population and maintain confidentiality. Attention to detail and strong organization skills are a must for this position. High School Diploma or GED with a minimum of two years' office experience required. Part Time Position (30-hours/week: Morning shift) with Benefit Package. \$15.59 - \$16.12/hr., starting salary depending on qualifications.

**For information or application please contact Lakes and Pines C.A.C., Inc.
1700 Maple Avenue East, Mora, MN. 55051; 320/679-1800
or www.lakesandpines.org.**

Reasonable accommodations made upon request. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Application deadline is: 12:00 p.m. Friday, August 16, 2019.

Applicants must complete Agency's Employment Application for employment consideration.

Lakes and Pines is an Equal Opportunity Employer.