



#### **WHO WE ARE:**

Alleghenies Unlimited Care Providers! A progressive non-profit agency that has been impacting our community for 59 years; we are a fast paced agency looking toward a bright future with new talent and new ideas.

#### **THE OPPORTUNITY: Office Assistant**

From filing paperwork to creating spreadsheets, Office Assistants are responsible for the administrative support to team including answer and screening calls, incoming/outgoing mail, data entry and light accounting. As AUCPs Office Assistant you will greet all visitors by being the true face of the organization. Our team offers a competitive salary and benefit package, engaging work environment, an 8am-4:30pm weekly schedule and so much more.

#### **WHO:**

- Is inspired by our mission in enhancing the independence of the aging and disabled community
- Is detail-oriented, self-motivated, and has great customer-service skills
- Has the ability to be proactive in seeking opportunities for improvement
- Maintains positive attitude while juggling busy workload

#### **WITH:**

- Associate Degree in Business, Marketing, Development or Communications required; Bachelor's Degree preferred and at least one year of professional experience
- Proficiency level in all aspects of MS Office
- Excellent verbal and written communication and interpersonal skills

#### **RESPONSIBILITIES INCLUDE:**

- Receiving and processing paperwork
- Efficiently manage fax folder, agency calendars, and voicemail
- Perform office duties such as assisting with mailings, answering telephones, taking and relaying messages

#### **HOW WILL WE KNOW YOU ARE THE RIGHT PERSON?**

*Give us call!* To learn more about this opportunity, contact Development and Media at 814-262-9600 x 1552. Please forward yours to [apply@alucp.org](mailto:apply@alucp.org) with the subject line "Office Assistant – Your Name". If you are chosen as a finalist, you will be invited for an interview with the team. The final step in the hiring process will be to arrange for reference calls, background checks and of course we are a drug free work environment. We can't wait to see how you can take this organization to the next level!