

Administrative Support

You will support administrative needs throughout the organization – monitoring and tracking the transportation fleet, ordering supplies and tracking consumption, tracking hours worked and processing payroll. Database management, filing and covering phones are required. We need your support for 40 hours per week.

You should have excellent attention to detail and skills in Microsoft Excel and Word applications. Experience with Quickbooks Pro 2013 is highly desirable. Solid communication skills (written and verbal) and 2+ years' experience is required. Qualified candidates should apply with a resume, requested hourly rate, and a summary of experience.

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: <http://www.secondchanceinc.org/employment-opportunities>.

No phone calls, please. Second Chance is an Equal Opportunity Employer.