

## **Administrative Assistant**

SRACLC is looking for an Administrative Assistant to be responsible for clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties.

**Salary:** \$8.25 per hour

**Hours:** Monday-Friday, 3:00-4:30 p.m. (Flexible)

Please contact Cassie at [cwodrich@sraclc.org](mailto:cwodrich@sraclc.org) with any questions.

To apply, complete employment application and send it to [cwodrich@sraclc.org](mailto:cwodrich@sraclc.org).