



CITY OF IRVINE IS HIRING!

Office Assistant I Senior Services

\$20.00 - \$22.09

Part-time: Up to 19 hours per week

The City of Irvine is seeking a customer service professional with office experience and a passion for serving older adults to assist with telephone and in-person reception, program information, and front office organization in a Senior Center.

*Shifts will be scheduled up to 19 hours per week
Monday through Fridays from 8 a.m - 6 p.m.*

Your Impact:

- Manage front desk operations in a community center environment.
- Greet customers, program participants, and the public, as well as answer phones, emails and provide resources to patrons.
- Assist the public in person; provide information pertaining to classes and registration, program and services for older adults, facility information, and transportation.
- Schedule appointments, conduct reminder calls, and maintain calendars.
- Compile survey responses and various program statistics.
- Handle a variety of clerical duties, including the management of paper and electronic files, data entry, duplicating orders, and the maintenance of program materials
- May help set up tables and chairs, AV equipment, and assist with facility reservations

Best Fit:

- Exceptional communication and decision-making skills to create positive relationships with program participants, staff, and community members.

Minimum Qualifications:

- Completion of high school and one year of experience in a front office/customer service setting, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Associate degree or some college education is desirable.
- Ability to push, pull, lift, or carry equipment/supplies (weighing up to 50 lbs.), and lean, stoop, twist, and bend in the performance of job duties.



For more information, and to apply by **November 12 at 5PM**, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

