

USC Leonard Davis School of Gerontology

**Job Posting: On Lok
02/15/06**

Job Position: Administrative Assistant (Senior Level) – Full-time

Location: San Francisco, CA

Organizational Overview:

For thirty years, On Lok, now a group of five affiliated non-profit organizations, has provided quality and affordable services for the well being of the seniors/participants and their families through a full spectrum of healthcare and community programs. On Lok's vibrant, committed staff enjoys excellent benefits, competitive compensation, great colleagues and the rewards of teamwork, innovation and making a major difference in people's lives.

Job Summary:

Experienced Administrative Assistant needed for broad range of administrative duties, including office management. Handle multiple projects and reports while exercising appropriate judgment, initiative, and abilities. Flexibility and interpersonal skills to support multiple senior level managers. Ability to manipulate complex documents and reports. Maintain high level of discretion in working with confidential information.

All Regular Full Time and Part Time positions offer excellent compensation and benefits including choice of Health Plans, Dental, Life Insurance and Company Matching Retirement Plan (6%).

Requirements:

3-5 years administrative support experience.

Excellent verbal and written communication skills.

College graduate.

Excellent computer skills (using MS Word and Excel).

Flexible, creative, positive attitude, detail-oriented, and able to handle multiple projects effectively.

Address:

On Lok

Human Resources Department

1333 Bush Street

San Francisco, CA 94109

Website: <http://www.onlok.org>

Contact:

Submit your resume to (please reference the position you are applying for):

Email: hr@onlok.org

Fax: (415) 292-8745