

# USC Leonard Davis School of Gerontology

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

Job Position: Receptionist/Secretary (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:

Under the direct supervision of the Associate Director, the Program Receptionist/Secretary is responsible for clerical support to all Senior Center programs, telephone coverage for all Senior Service Programs and the Nutrition Program, and provides backup to the Administrative Assistant.

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%).

Qualifications:

- High school graduate or equivalent, required.
- Minimum two years experience in similar clerical position preferred.
- Typing skill of 35 WPM, required.
- Computer Literate. Must have excellent communication skills.
- Must have excellent customer relations skills
- Bilingual English/Spanish required.

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](mailto:hr@onlok.org)

Fax: (415) 292-8745