

USC Leonard Davis School of Gerontology

Job Posting: Salem Lutheran Home 02/15/06

Job Position: Administrative Assistant (part time: 20 – 24 hours per week)

Organizational Overview:

Salem Lutheran Home, a beautiful retirement community in Oakland, is seeking a detail-oriented Administrative Assistant to work part - time providing support to our Director of Community Relations.

Job Summary:

Duties include accurate and timely input and maintenance of inquiry, prospect and admission into database (Move-N system). Obtain initial inquiry information and schedule tours. Help track and organize application paperwork; establish new resident files. Prepare census reports. Help maintain room readiness: detail and schedules. Assist with special events. Provide coverage in Front Office as needed.

Qualifications:

At least 2 years as administrative support in professional setting with public contact. High School grad. or equiv. Excellent written and verbal communication skills. Must be proficient with personal computers, including Word, Excel, Outlook and other commonly used systems. Detail oriented and accurate. Able to work with minimal supervision. Sensitivity and knowledge of working with older adults.

Contact:

Send resume to:
Salem Lutheran Home
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