



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*The **SBWIB, Inc.** is an equal opportunity employer.*

## **Career Services Administrative Assistant**

### Job Announcement

#### **Summary**

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an energized, motivated and competent individual with excellent customer service skills to function as a Career Services Administrative Assistant (CSAA) in support of our staff assigned to our America's Job Center of California located in Gardena, CA. The ideal person should be able to take initiative as well as productively manage his/her time with or without supervision, while working in a potentially fast-paced environment. This person must have great time-management, professional and communication skills and must be comfortable working and communicating with diverse teams. Overall, the work of the CSAA will be critical in ensuring that the team meets its goals in an efficient and organized manner.

#### **Salary & Benefits**

This is a full-time position (30-40hours/week) with a starting hourly wage of \$16.70 or commensurate with experience. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 65% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

#### **Minimum Qualifications**

Must have high school diploma or equivalent, graduate with an Associate's Degree in a related field and/or related experience is preferred; should have good working knowledge of administrative procedures with at least two (2) years of similar experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties of this position. Education may be substituted by experience on a year-for-year basis. A demonstrated ability to work collaboratively, positively and effectively with others of diverse groups is a must; must have good MS Word and EXCEL skills, and strong customer service, communication and organizational skills. Must also demonstrate dependability, promptness, punctuality and professionalism at all times. Must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Lastly, this person must be able to successfully pass background and reference clearances; have a valid driver's license, reliable transportation and current vehicle insurance.

**Essential Duties and Responsibilities:** Under general supervision of the Gardena Site Manager or designee, the duties of the Career Services Administrative Assistant will be, but are not limited to, the following:

- Answer phones, forward calls, and take messages, assist in performing clerical functions
- Performs a variety of duties related to a specific project or program
- Word processing to create letters, reports, requisitions and other documents
- Set up and maintain client and project files
- Input into data system follow-up and exit information for clients
- Oversee inventory and maintenance of office supplies and materials
- Collect, review and chart program timesheets
- Provide excellent customer service to all clients and stakeholders
- Collaborate with SBWIB staff to meet organizational goals

- Provide administrative support and perform other related duties as assigned

### **Working Conditions**

*Applying for this position connotes an understanding and acceptance of duty in light of potential risk relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require you to often wear protective equipment as necessary (e.g. mask, gloves, etc.) and follow company protective measures as enforced. Note: Measures may change based on level of safety concerns. You may also be required to spend the majority of the day walking, standing, sitting at a desk and some lifting and bending. Must have excellent time management skills, be able to work independently or with a team, be able to work well under stress and meet deadlines.*

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*