



Position Title: Administrative Assistant

To apply – Send Resume, cover letter and 3 professional references to: ewengu@manelu.org

- This is a one year grant funded position and is contingent on the availability of funds.
- Application deadline is **MAY 10, 2019**

Job Description:

We are looking for a talented and hard-working Administrative Assistant to join our team. Work will be conducted at the offices of Mañe'lu and the Micronesian Resource Center One-Stop Shop. This is a 20 hour a week part-time position that mainly comprises of clerical tasks and data entry.

Qualifications:

Priority is given to candidates who meet the following qualifications

- High school diploma required
- 1-year experience working in an office
- Experience working with special populations and migrant populations
- Bilingual in English & Chuukese or English & Pohnpeian
- Valid Guam driver's license and ability to be covered by agency liability insurance
- Competent in Microsoft Office
- Strong written, verbal and interpersonal skills
- Strong attention to detail and ability to multitask

Responsibilities Include:

- Answer and direct phone calls
- Assist in filing duties
- Answer inquiries about the organization
- Create and update spreadsheets, documents, templates, letters, etc.
- Data entry for case file and records
- Maintain and update accurate files
- Serve as a representative of the organization and promote its programs
- Other administrative tasks related to the organization's operations.

Mañe'lu is a drug-free, tobacco-free workplace. All new-hires are contingent upon a drug test and criminal background check.