



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Duluth, MN

SSAI-MED-0023

Administrative Specialist

Senior Service America, Inc. is recruiting for a full-time **Administrative Specialist** position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Duluth, MN.

Role and Responsibilities: Providing administrative support, including:

- Greet and security screen/check ID's visitors, sign in visitors, create visitor badges, Check for appropriate identification
- Answer main phones, direct and transfer calls to appropriate party
- Sort, distribute and meter mail
- Monitor security access control and assist with security database management on-boarding process and badge resets
- Maintain multiple databases related to staff room assignments, phone lists, etc., other administrative duties as assigned
- Provide office related-administrative and informational support to federal staff and the Division as needed

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with experience in the administrative/office environment; Proficiency using Excel Spreadsheets and Microsoft Office Suite.

Hours & Compensation: Wage rate - \$10.30 per hour; generous vacation/sick/holiday leave provided; employer paid Health Insurance.

To Apply - E-mail resume to: resumes_seepmi@ssa-i.org

Senior Service America, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment.