



# SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

**Ann Arbor, MI**

**SSAI-NVF-0048**

## **Administrative Support Specialist**

Senior Service America, Inc. is recruiting for an Administrative/Technical Support position in the Senior Environmental Employment (SEE) Program (55 years of age or older) at the U.S. Environmental Protection Agency (EPA) facility in Ann Arbor, MI.

**Role and Responsibilities:** Providing administrative/clerical office support to EPA staff and executives, including:

- Handle phones, correspondence, and requests for information or data.
- Handle daily executive calendars and organizing and coordinating meetings involving executives, staff, stakeholders
- Arrange travel for executives and staff.
- Develop and prepare memos, agendas, mailings, and other materials, meeting notes.
- Create and maintain spreadsheets and databases, calendar, records and general files.
- Resolve administrative problems and inquiries.
- Prepare materials for HR, purchasing, facilities, travel, and related activities.

**Qualifications and Education Requirements:** Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; must possess strong time management, critical thinking and organizational skills; have excellent oral and written communication; be well organized and detail oriented.

**Hours & Compensation:** Full and part time opportunities are available. Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

**To Apply** - E-mail resume to: [seepmi@ssa-i.org](mailto:seepmi@ssa-i.org). Subject Line of email: Please type *Admin Support*.