



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION

Ann Arbor, MI

SSAI-NVF-0185

Administrative Support Specialist

Senior Service America, Inc. is recruiting for an Administrative Support 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 Ann Arbor, MI.

Role and Responsibilities: Provides administrative operational support to the Transportation and Climate Division (TCD), including:

- Assists and supports the TCD office operations in Ann Arbor while coordinating with team members between two divisional locales
- Serves as primary administrative/technical point of contact for division staff
- Advises staff and management on divisional operations, protocol and guidelines
- Manages daily calendars in Outlook as necessary; uses Microsoft Office products to develop a variety of correspondence and other documents
- Maintains records and file management; schedules meeting rooms and equipment
- Navigates multiple agency systems related to domestic and international travel and the initiation of procurement actions for divisional goods and services
- Provides customer service to program staff
- Assists with: divisional and administrative SharePoint Sites; divisional employee training operations; interagency and invitational travel related view and staff on-boarding and off-boarding as necessary; employee move coordination efforts, etc.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with 10 years of related experience in the Administrative/Office environment; knowledge of office procedures and equipment; highly skilled in Microsoft Office products; 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 . Subject Line of email: Please type *Admin Support*.

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.