

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



ATHENS, GA

SSAI-ERD-0018

Admin Specialist/Mgmt Assistant

LEVEL IV

Senior Service America, Inc. is recruiting for an Admin Specialist/Mgmt Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Athens, GA.

ROLE AND RESPONSIBILITIES:

Provide advanced level support to ORD/Athens, in carrying out its science responsibilities. This will consist of creative, analytical, and interpretive work, and other duties as assigned. Work will be performed independently, reflecting the depth of knowledge acquired through familiarity with related fields. Contacting EPA project officers to initiate closeout procedures

- Maintain EverBridge Emergency notification system & Operate Facility Commander card access system
- Maintain Chemical Inventory
- Maintain telephone directory & track usage of office supplies
- Maintain accountable property system
- Shipping/Receiving
- Tracking lab gases
- Maintain vehicle and fuel usage data

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; Associates or certificate in computer science; 15 years' experience providing administrative support and database management support; ability to lift up to 35 lbs. lifting/bending required for property inventory & shipping/receiving purposes; computer proficient in Windows Office Suite (MS Word, MS Excel, PowerPoint).

HOURS & COMPENSATION: Full-Time position working 30-40 hours per week @ \$26,457 per year (\$12.72 per hour), plus benefits including paid health insurance and generous vacation/sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type Admin Specialist/Mgmt Assistant.