

LUTHERAN SERVICES FLORIDA

JOB OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

| POSITION | PROGRAM/ DIVISION | FT/PT E/NE | EDUC./EXP. REQUIREMENTS | RESPONSIBILITIES | STARTING SALARY |
|---|--|---------------|---|--|--------------------|
| ADMINISTRATIVE ASSISTANT II Contact: Jose Javier Torres jtorres@lsfnet.org JPR# 2296, PAF 22779, Pos 5170 | EMPLOYABILITY STATUS ASSISTANCE – HILLSBOROUGH COUNTY- TAMPA BAY REGION | FT/NE | -High School Diploma -Five years experience in secretarial work -Good written and oral communication, interpersonal, organizational skills -Good computer skills (Word & Excel) -Must have great organizational skills -Must be a self-starter, who can work independently -Must be able to work with people from different cultures -Bilingual a plus | -Assist the attorney and Manager as needed -Provide all the clerical duties of the ESA -Prepare monthly report for fiscal to the grants department -Assist with the supervision of the data entry staff -Order supplies and printing material -Prepare all DPV's, Payroll hours reports and other required LSF forms for supervisor's signature -Maintain an efficient filing system and keep control of the outside storage | \$23,926 |