

Administrative Assistant

WJCS is currently searching for a part-time, 15 hours per week, Administrative Assistant to work in White Plains, NY. Under the general supervision of the Director, the Administrative Assistant provides administrative and office support activities for the POINT program. Other responsibilities include providing general administrative and clerical support including mailing, scanning, faxing, filing and copying to POINT Program; maintaining electronic and hard copy filing system; and opening, sorting and distributing incoming correspondence.

The ideal candidate must possess a High School Diploma and experience as administrative/office assistant. Must have good knowledge of office skills and proficient in MS Word, MS Excel, MS Access and MS Outlook.

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the Administrative Assistant position please e-mail your resume to Mrivera@wjcs.com.

Our address is 845 N. Broadway, White Plains, NY 10603.

Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.