



Job Description

Administrative Assistant I - Maintenance

AGENCY: INTERIM, Inc. is a private non-profit agency which provides residential treatment, vocational/education, affordable housing and social rehabilitation programs for adults with psychiatric disabilities.

SALARY & BENEFITS: \$14.68-\$19.12/hr (7 steps); medical/dental/vision insurance; paid sick and vacation leave, 403(b) Savings Plan.

HOURS: Full-time, 33 hours/week; non-exempt

QUALIFICATIONS: High school diploma or GED required, AA or BA preferred. Intermediate experience with Microsoft Word, Microsoft Excel, and Outlook required. Must be detail oriented, conscientious, flexible, and have good interpersonal skills along with the ability to work cohesively with a team.

JOB DESCRIPTION: Under supervision of the Maintenance Manager, assists with the following:

1. Performs general administration duties, including but not limited to, filing, handling mail, preparing communications, data entry, general order of Maintenance office.
2. Acceptance, processing, tracking and completion notification of work orders.
3. Oversight and coordination of agency vehicle registration, maintenance and insurance renewals.
4. Drop-off and pickup of agency vehicles for maintenance and repairs.
5. Handling of agency vehicle insurance estimates and payments.
6. Entry and processing of time and labor information for accurate payroll processing.
7. Assistance with preparation of Payroll Action Forms (PAF) and other required personnel forms.
8. Parts inventory maintenance.
9. Administration and control of facility keys.
10. Staff expense receipt entry and reimbursement
11. Other duties as assigned.

PHYSICAL/SENSORY REQUIREMENTS: Ability to operate a motor vehicle. Ability to see well enough to read data on a computer screen, documents being word-processed, etc.; ability to hear normal conversations and answer phones; ability to communicate with staff, residents and agency visitors orally and in writing; hand, finger and body coordination sufficient to use computer and other office machines, file, and write legibly. Capable of the following extended activities: standing, sitting. Capable of the following intermittent activities: lifting up to 25 pounds and bending, in the performance of infrequently performed office duties.

REQUIREMENTS: Good oral and written English communication skills; criminal record clearance; valid California driver's license; own car, clean driving record and auto liability insurance required.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.