



## Human Resources

Oakland Livingston Human Service Agency

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## ADMINISTRATIVE ASSISTANT

**Division:** Early Childhood Services  
**Department:** Head Start  
**Supervisor:** Associate Director for Operations-Grantee

### Job Mission:

To assist the Early Childhood Services Division with administrative support to ensure efficient operation of the office through a variety of tasks related to organization and communication.

### Performance Standards:

1. Assist the Associate Director for Operations-Grantee in processing of part-time new hires paperwork by ensuring accuracy and completeness.
2. Provide assistance to promote job openings for Head Start.
3. Assist with data entry, filing and other clerical responsibilities.
4. Carry out all other duties as assigned by supervisor.

### Qualifications:

1. High School Diploma or GED required.
2. Minimum of one (1) year of experience assisting in a human resources or general office setting preferred.
3. Minimum of one (1) year experience using computer applications in a Windows environment and other database applications.
4. Strong written and communication skills.
5. Bilingual preferred.
6. Valid Michigan Driver's License and reliable transportation required.

### Hours & Wage

\$11.00 per hour (minimum)

20 hours per week, 43 weeks per year

### Location

Pontiac