



OPEN SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) POSITIONS

Slot NO. SSAI-NVF-0131

Ann Arbor, MI

Administrative/Technical Support Specialist

Senior Service America, Inc. is recruiting for an Administrative/Technical Support Specialist position in the Senior Environmental Employment (SEE) Program (55 years of age or older) to work at the US EPA Office in Ann Arbor, MI.

Role and Responsibilities: Providing administrative/clerical office support to EPA staff and executives, including:

- Handle phones, correspondence, and requests for information or data.
- Handle daily executive calendars and organizing and coordinating meetings involving executives, staff, stakeholders
- Arrange travel for executives and staff.
- Develop and prepare memos, agendas, mailings, and other materials, meeting notes.
- Create and maintain spreadsheets and databases, calendar, records and general files.
- Resolve administrative problems and inquiries.
- Prepare materials for HR, purchasing, facilities, travel, and related activities.

Qualifications and Education Requirements: Must be able to pass a Federal Background check; Age 55+; High School graduate with a minimum of 5 years related experience in the Administrative/Office environment; knowledge of office procedures and equipment; highly skilled in Microsoft Word, Excel, PowerPoint, Access and Outlook; must possess strong time management, critical thinking and organizational skills; have excellent oral and written communication; be well organized and detail oriented.

Hours & Compensation: Full and part time opportunities are available. Full-Time position working 40 hours per week @ \$21,424 per year (\$10.30 per hour), plus benefits including employer paid health insurance and generous vacation/sick/holiday leave.

To Apply - E-mail resume to: seepmi@ssa-i.org. Subject Line of email: Please type *Admin/Tech Support Specialist*.