

SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) OPEN POSITION



WASHINGTON, DC

SSAI-OAR-0079

HUMAN RESOURCES STAFF ASSISTANT

LEVEL IV

Senior Service America, Inc. is recruiting for a Staff Assistant position within the Senior Environmental Employment (SEE) Program that provides support to the United States Environmental Protection Agency (EPA) in Washington, DC.

Provide assistance to Office of Human Resources (OHR) Immediate Office and divisions by advising and recommending standard operating procedure changes; training and presenting records management to OHR staff; overseeing the Agency-wide Retirement certificates; handling FOIAs and correspondence.

ROLE AND RESPONSIBILITIES:

Provide guidance and support to OHR Immediate Office and divisions by handling the following:

- Advise and recommend changes to the office standard operating procedures, guidelines and policies
- Prepare correspondence packages, enter information in CMS and ensure proper routing
- Develop strategies for handling and oversee the Agency-wide Retirement Certificate process.
- Prepare purchase orders, training, travel and other procurement documents
- Research FOIAs and present weekly reports to the directors
- Assist directors with program planning efforts and wide range of administrative tasks

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Successful candidates must meet the age criteria of being 55 years of age or older and eligible to work in the United States; able to pass a Federal Background check; BA/BS degree; minimum of 3-4 years' experience in management/administrative environment. Organized, detail oriented, oral and written communications; database/data entry. Must have the ability to use Microsoft Word/Excel/PowerPoint/Publisher/Lotus Notes/Access; data analysis and entry

HOURS & COMPENSATION: Full-Time position working 40 hours per week @ \$27,260 per year (\$13.25 per hour), plus benefits including paid health insurance and generous vacation/ sick/holiday leave.

TO APPLY: E-mail resume to: seep_resumesmd@ssa-i.org. Subject Line of email: Please type *OHR Staff Assistant*.