



Our mission is to improve the quality of life for older adults by providing a broad range of home and community based services, enabling them to remain as active and independent as possible.

Executive Assistant

Clermont Senior Services has an exciting opening for the position of Executive Assistant. Responsibilities would include:

- Support for the Executive Director/CEO, which includes preparing and processing correspondence and special mailings, maintaining executive files and scheduling appointments
- Provide administrative support for the Community Events Coordinator, which includes data entry, preparation of correspondence, entering and maintaining donor information for the preparation of reports, scheduling appointments, assisting with special events
- Responsible for initial contact and discerning the needs of callers then directing them to the appropriate department
- Responsible for oversight, ordering and reconciliation of office supplies
- Assure mail is sorted and processed daily
- Responsible for processing forms, typing, filing, copying and other general office duties to ensure administrative support and back-up for department activities

Basic Qualifications:

- High School diploma
- Two years direct job experience
- Proficient in Excel and Word; Knowledge of DonorPerfect donor software helpful
- Agency's general requirements including a high level of confidentiality

Clermont Senior Services offers **full time benefits** that include Medical, Dental, Vision, Life Insurance & Retirement

To join our team, please apply:

<https://clermont.applytojob.com/>

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