



## **JOB POSTING**

### **AEP Administrative Assistant**

**JOB TITLE:** *AEP Administrative Assistance*

**REPORTS TO:** *AEP Program Manager*

**FUNCTION:** *Under the direction of the AEP Program Manager, the administrative assistant is responsible for providing basic Agency information to clients and review and audit client's files packets based upon Agency and AEP guidelines. In addition, the clerical assistance will provide administrative support, screen and distribute incoming calls, assist with promotional campaigns and mass mailing as needed; and may perform other clerical duties within the Weatherization department as assigned.*

**SALARY:** *(\$12.00 -14.00 per hour)*

**See Job Description for detailed description of position**

**Please send resumes to:**

[humanresources@impactca.org](mailto:humanresources@impactca.org)

**Applications are available at:**

700 East Bryden Road

Columbus, Ohio 43215

**Resumes will be accepted until the position is filled.**

***EQUAL EMPLOYMENT OPPORTUNITY:** Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. IMPACT Community Action is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.*