



2 Full-Time Administrative Assistant Positions Available

Primary Responsibilities include:

This individual performs a variety of support and clerical services for the agency's drug intervention programs. The position is primarily responsible for performing general clerical duties including word processing and filing, light cleaning duties, and ordering office supplies. Occasional travel to agency satellite offices will be required during regular work hours.

Minimum requirements:

- Have a high school diploma or GED. An Associate's degree or at least 60 hours of college credit are preferred.
- Have at least two years prior work experience in a related field.
- Must be bilingual (English and Spanish).
- Work flexible hours, as needed.
- Computer literate (Word, Excel, PowerPoint).
- Valid TX driver's license, good driving record, current insurance, and reliable transportation required.
- Know how to use office equipment like copier, scanner, fax, etc.

Salary: \$8.00 to \$9.00 per hour depending on experience and qualifications.

Applications are available at 1605 Saldana Ave. or online at www.scan-inc.org.

Application Deadline: Until positions are filled.