

Job Posting:
Posted: 4/20/2023

Title: Administrative Assistant
Employer: Oglethorpe County Board of Commissioners
Reports to: Director of Senior Services
Location: 19 Oglethorpe Drive, Lexington, GA
Status: Part-time (29 hrs/wk)

Compensation: Based on experience
Position available immediately.

Essential functions:

- Help facilitate the day-to-day operations
- Maintain client files and records
- Provide resources and referrals to the seniors of Oglethorpe County
- Community outreach, involvement and partnerships
- Clerical work
- Help with kitchen tasks, center activities, cleaning and other program needs
- Help with monthly logs and reports
- Must be comfortable with driving daily and on trips

Strong candidates will be versatile, reliable, and customer-service oriented. Candidates must demonstrate patience and courtesy when serving older adults. Drivers should have a clean driving history and are willing to obtain first aid and CPR training.

Please submit an application by email to:
Corie Robinson, Director of Senior Services
crobinson@oglethorpecountyga.gov
Subject: Administrative Assistant

Or by mail to:
Oglethorpe County Board of Commissioners
c/o Director of Senior Services
PO Box 261
Lexington, GA 30648

Or in person to:
Oglethorpe County Board of Commissioners
105 Union Point Road
Lexington, GA 30648