

This office position is full time with great benefits!

Requirements:

- Bachelor's degree required or 5 years of relevant work experience.
- Computer skills with Microsoft Office required.
- Sympathetic and empathetic with the elderly.
- Dependable, highly organized and able to work unsupervised
- Proof of vehicle liability insurance and driver's license required.
- Regular and predictable attendance is required.
- Must pass background check and drug testing.

Job Duties:

- Assist all departments.
- Creating and implementing training programs and operating manuals.
- Attendance tracking, bi-weekly payroll processing, end of month service reports.
- Assist with Planned Giving program.
- Quality improvement procedures.
- Heritage Hall room rentals and daily deposits.

Great fringe benefits include:

- 11 paid holidays a year
- Accrued paid time off (up to 18 days in your first year)
- Available insurance such as medical, dental vision and supplemental
- Agency pays for life insurance, long-term disability insurance and a 403(b) pension plan.
- Discounted membership at the Y
- Discounted service with Verizon Wireless (18%) and products at Staples Office Supply

Join our team of competent and caring individuals by completing the online application posted on our web site, or you can pick up an application at our Heritage Hall facility, 1058 E Main Street, Newark, OH any day Monday through Friday from 8:00 a.m. to 5:00 p.m.