

Pulaski County Senior Center

Job Title: Assistant to the Director

Reports to: Director

Classification: Part-Time (Monday-Friday, 8am-2pm)

Job Functions:

- Responsible for assisting the Senior Center Director with various office and clerical duties as assigned (answering phones, handling mail, all correspondence and bills etc.)
- Responsible for working with other employees in assigned duties
- Responsible for assisting in keeping facilities clean (kitchen and bathrooms)

Minimum Qualifications:

- Must have dependable transportation
- Must be able to pass ServSafe certification
- Must be able to pass a background check and drug screen test and able to comply with all employer and department policies and work rules
- Able to effectively communicate

Salary is based on level of experience.

Applications are available online at Hawkinsville-Pulaski.org or from the County

Commissioner's office at 45 S. Lumpkin St, Hawkinsville, Ga. Applications for this position will be accepted at jobs@pulaskico.com.