

EXECUTIVE ASSISTANT

Full-time: Administrative assistant to the Executive Director, responsibilities involve exposure to sensitive information and require considerable use of tact, diplomacy, discretion and judgment. Along with the Executive Director, is the human resource personnel for the agency and is responsible for employee benefit management. Supervises Support Staff personnel. Maintains grant attachment information. Assists with the grant applications as needed. Assists Executive Director with requests from the Board of Directors.

General Requirements: Bachelor's degree; knowledge of California Labor Laws; accomplished writer; ability to manage time and tasks effectively. One year supervisory experience. Two years Human Resources experience. Skill in researching/analyzing data to assist management decision-making. Understanding of MS Office and Adobe software. Experience in Project Management. Completion of minimum required Agency Training within 6 months of employment (if not before).

Benefits: Kaiser Permanente Platinum 90 HMO 0/10, MetLife Dental and Life Insurance, VSP Vision

Starting Salary Range: \$45,802 - \$48,651

Instructions for Applying: EOE. Fax resume to (925) 449-2684, Attn: Fay, or mail to Tri-Valley Haven, 3663 Pacific Ave., Livermore, CA 94550. Please refer to Job No. 280218EA. Please submit resume by March 28, 2018.