



JOB BULLETIN

From: Debbie Haessler, HR Generalist

Date: May 21, 2019

Human Development Program Assistant

Work site: 101 Tower Road, Waupaca WI

Start Date: as soon as possible

Starting Pay: \$12.81-\$13.97 per hour, depending on experience

Status: Part-time, 20 hours per week
Monday – Friday, 10:00-2:00

Benefits: Paid time off, holidays, 401K (6% match), life insurance
access to health, dental, vision and disability insurance.

Duties: Will provide program and office support which includes greeting customers, answering phone, correspondence, data entry, word processing, and mail distribution.

Minimum Qualifications:

- Two year Associate degree in Business Administration, Office Support Specialist, or related field and one year related work experience; or
- High school diploma or equivalent and two years' related work experience.

Deadline to submit resume & cover letter: 5pm Friday, June 7, 2019

CAP Services is an Equal Opportunity Employer