

**NOW HIRING**



Start Date: Immediately

Date Posted: 2/25/2024

Position: Senior Center Clerk – Pine Bluff

### Qualifications

- General office clerical support.
- Maintain congregate and home delivered meals client files.
- Enter SAMS units from driver route sheets and center sign-in sheets.
- File, computer skills, answer telephone and operate copier.
- Screen telephone calls and supply information in absence of Senior Center Manager and Home Delivered Meals Coordinator.
- Review documents and reports for accuracy.
- Keep the office clean and organized.
- All other duties as assigned by Supervisors.

Directions for applying: 3 Options to Apply

1. You may go to the following location(s) and complete an application.
2. Complete online application at the following address:  
<https://www.aaasea.org/careers/>
3. Email your resume to the following email: ([careers@aaasea.org](mailto:careers@aaasea.org)) please make sure you list Food Van Driver as subject in the email.

**We are an Affirmative Action/Equal Opportunity Employer.**