



America's **JobCenter**  
of California<sup>SM</sup>

SOUTH BAY WORKFORCE



INVESTMENT BOARD



## Secretary -Bilingual

Job Title: Secretary – bilingual / Salary: \$10.00 to \$13.50 per hour / Reports to: Program Manager / Position Location: 14061 Terra Bella, Arleta, CA

### Job Responsibilities:

Under supervision, the secretary will provide secretarial and clerical support to the program: compose a variety of documents, including correspondence and reports; establish and maintain an efficient filing system; perform data entry, including e-billing; prepare invoices and order office supplies. Perform receptionist duties: answer telephones in a prompt and courteous manner; take messages or re-direct calls as appropriate; and greet and assist visitors.

Apply on-line at [hr@ecf.net](mailto:hr@ecf.net) / All persons seeking employment may submit an employment application or resume and cover letter by mail, email, fax or in person (see above). Applications may be obtained during normal business hours (Monday through Friday 8:00 am to 4:30 pm). To be considered, you must indicate the specific position for which you are applying.