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SOUTH BAY WORKFORCE



INVESTMENT BOARD



### **Administrative Assistant, Gardena**

Behavior Frontiers is a growing company that provides in-home and in-school services to children with autism. We are currently looking to hire a full-time administrative assistant to help us with tasks inside the office, as well as running errands outside the office.

The hours are: Monday through Friday between 8:30am and 5:30pm for 40 hours/week.

Wage and Benefits Information:

-\$10.00/hour, -Paid mileage, -Medical and dental insurance, -Paid Holidays, -Paid Personal Time Off, -401(k) plan after one year with company match

\*\*\*Please send cover letters and resumes with "Administrative Assistant" in the subject line.

For more information about our company, please visit our website: [www.behaviorfrontiers.com](http://www.behaviorfrontiers.com)

Email resume to: [careersLA@behaviorfrontiers.com](mailto:careersLA@behaviorfrontiers.com)