



# SAVES

SOUTHEASTERN ADAMS VOLUNTEER EMERGENCY SERVICES INC.  
ADAMS COUNTY COMPANY 29

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5865 Hanover Road • Hanover, PA 17331-8966 • Phone (717) 637-9621 • Fax (717) 637-4910 • [www.company29.org](http://www.company29.org)

## Employment Opportunity

### ADMINISTRATIVE COORDINATOR

Southeastern Adams Volunteer Emergency Services, Inc. (SAVES) is seeking a conscientious individual with office and communication skills as a capable administrative coordinator.

35-40 hours weekly with benefits.

\$16.00 starting rate – DOQ.

**Duties include:**

- Maintaining office services
- Organizing office operations and procedures
- Provide historical references
- Inventory and purchase controls
- Assist with workers compensation claims and health benefits matters
- Be skilled in basic accounting and records management
- Work with contracted accounting vendors
- Company e-mail coordination and member messaging
- Assist with Grant applications
- Assist other staff and volunteers with various matters
- Use various office equipment and office software applications
- Skill with writing documents
- Excellent communication abilities

Job Description available upon request.

Reply w/ résumé by April 29, 2024 to [maria@alternative-hr.com](mailto:maria@alternative-hr.com) Or call Maria at 717-514-8597

SAVES is an EOE.