



# *Sacramento Regional Fire/EMS Communications Center*

*10230 Systems Parkway, Sacramento, CA 95827-3007  
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## **Office Assistant for Conference and Training Center**

Job Announcement

Salary Range: \$3,806.50 - \$4,625.09 Monthly

Sacramento Regional Fire/EMS Communications Center is now accepting applications for the position of Office Assistant for our Conference and Training Center. Under the general direction of the Chief Executive Director or her designee, the Office Assistant is responsible for performing a variety of general and/or specialized support activities related to a hospitality environment which may include: general office support, as well as assisting with Command Catering events; grocery shopping; food preparation and assisting with classroom and meeting room configurations for clients renting classrooms and meeting rooms.

Minimum Requirements for Qualified Candidates: High School Diploma or GED; Valid California Class C Driver's License; possess a minimum of two years of hospitality or restaurant experience, including public contact; experience in a commercial setting to obtain the knowledge and abilities listed above. Ability to assist with shopping and cooking for Command Catering events and perform necessary preparations for clients renting various class and meeting rooms. Candidate must be able to work flexible hours and some evenings and weekends.

Hiring Process May Include, But is Not Limited to: oral interview, extensive background investigation, drug screening, and physical examination. **Interested parties may download employment applications and review the job description for this position from our WEBSITE: [www.srfecc.ca.gov](http://www.srfecc.ca.gov).** Please submit applications, responses to supplemental questions and resumes via email ([info@srfecc.ca.gov](mailto:info@srfecc.ca.gov)); fax: 916-228-3079; or regular mail. Additional information is also available via e-mail: [jparker@srfecc.ca.gov](mailto:jparker@srfecc.ca.gov) or by calling (916) 228-3058. **EOE**

**Applications, responses to supplemental questions and resumes will be accepted until we have received a total of 25 applications or July 21, 2017, whichever comes first.**