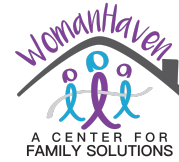


WOMANHAVEN, A CENTER FOR FAMILY SOLUTIONS



Position: Administrative Analyst

Location: El Centro, CA

Salary Range: \$18.00 - \$20.00

Job Summary:

As an Administrative Analyst, you will be responsible for performing data collection and analysis duties as assigned to further the efficiency and profitability of the organization.

Required Skills/Abilities:

- Adept with basic research methods.
- Ability to think analytically.
- Excellent verbal and written communication skills.
- Proficiency in basic math and statistics.
- Proficient in Microsoft PowerPoint; a wide range of computer programs and software presentation-style platforms.
- Ability to create visual descriptions of findings and present them to staff at varying levels in the organization.
- Ability to work independently and have efficient time management skills to meet deadlines.
- Ability to collaborate with the managerial staff of various departments.
- Must have excellent organizational, communication, problem-solving, and customer service skills.

Education and Experience:

- Bachelor's degree in Business-related major required.
- At least one to three years of experience in an administrative analyst role.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Benefits

- Medical, Dental and Vision 30 days after hire
- 403(b) Pension Plan
- Paid Time off
- Holiday Pay