



## **Executive Administrative Assistant \* New Hope Community Inc. Loch Sheldrake, NY**

**Overview:** New Hope Community Inc is seeking a Full-time Executive Administrative Assistant position in Loch Sheldrake, NY.

The Executive Administrative Assistant provides essential managerial support for the COO. This role requires exceptional organizational skills, attention to detail, and the ability to handle confidential matters with discretion.

**Skills needed:** Communication, Ability to work Independently, Organization, and Problem Solving.

**Requirements:**

Background check

Reference check

Valid Driver License

High School Diploma/GED

**Hours, Salary, and Benefits;** Full time position, First shift, \$19.50 - \$22.00 hourly, Monday - Friday, Benefits include, Health Insurance, Dental Insurance, Paid Vacation, and 401K/Retirement.

**Apply at** this link <https://www.newhopecommunity.org/careers/> and if you have any questions please contact Albert White by email at [awhite@newhopecommunity.org](mailto:awhite@newhopecommunity.org) or by calling 845-468-5267.