



**Ability and Choice Services, Inc.**  
**Job Announcement**

<b>Job Title:</b>	Office Coordinator	<b>Location:</b>	South Salt Lake
<b>DOL Status:</b>	Non Exempt	<b>Date posted:</b>	
<b>Working Hours:</b>	8:00am to 4:00pm	<b>Posting Expires:</b>	
<b>Salary Range:</b>	12.35 to 14.10 per hour	<b>Posting URL:</b>	<a href="http://www.abilitychoice.org/hr">www.abilitychoice.org/hr</a>

**Application Instructions:**  
**All applicants are required to complete an application; resumes will NOT be accepted in place of an application.**

**website:** [www.abilitychoice.org/hr](http://www.abilitychoice.org/hr) (preferred)  
 after completing the online application, resumes may be faxed or emailed

**NO PHONE CALLS**  
**Only those selected for interviews will be contacted.**

Or alternatively: Download Application from website  
**Mail to:**  
 Ability and Choice Services, Inc.  
 3855 S 500 W #E  
 South Salt Lake, Utah 84115  
 Fax: 801-281-0730 or [hr@abilitychoice.org](mailto:hr@abilitychoice.org)

**Description**

The Office Coordinator is the front line presenting a professional image to the public. The Office Coordinator performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing.

The Office Coordinator greets and directs all visitors, including vendors, clients, job candidates and customers. Ensures completion of paperwork, sign-in and security procedures. Handles special administrative projects, as well as overflow work from department and executive assistants.

**Desired Qualifications (beyond minimum requirements on job description)**

- Enjoys working with adults with developmental disabilities
- Associate Degree in Office Administration or related field or 4 years prior experience
- Experienced in MS Excel, Power Point and managing databases

**Pay and Benefits**

Full-time staff working more than 30 hours per week are eligible for benefits the first of the month following a 60 day waiting period of full time employment. Benefits include co-paid health and dental insurance, vacation and sick time benefits. See Policy 904.0 for complete details on our website.

The salary range listed is what is available for this position; new appointments are generally started at the lower end of the range depending on education and experience.

**Important Information about Background Checks**

Due to the nature of the people we serve, Utah State laws require a criminal background review. Applicants with a history of abuse, exploitation and other related offenses or any felony will be denied employment or terminated if currently employed. The Department of Health has an appeal and review process for applicants and employees adversely affected.

In addition, we may pre-screen applicants for criminal, civil and other publicly available information. If adverse

action is based on any of these results, the applicant will be notified in writing with the source and results of the information and given the opportunity to comment as appropriate.

Applicants will be required to provide documentation for credit given for education, military status, workforce credit status and other accommodations prior to an offer of employment.

We are a drug-free workplace. All new hires are required to submit to a pre-employment and random drug screenings as a condition of employment.

We participate in the E-Verify program; if hired, your employment will be contingent upon confirmation of your employment eligibility through the E-Verify system.

This job announcement is not a contract and the terms and conditions of employment are subject to change.

Last Updated By:	Human Resources (wage)	Date:	10/01/2017
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