



OFFICE ASSISTANT ADULT TECHNICAL TRAINING

- BEGINNING DATE:** As early as December 20, 2021
- REQUIREMENTS:** Minimum high school diploma; Postsecondary Certificate/Credential or Associates Degree preferred. Possess excellent clerical skills, minimum 2 years of experience preferred. Proficient computer skills in Microsoft applications. Excellent verbal and written communication skills, sensitive to confidential issues and detail oriented with excellent organizational skills in multi-task environment. Self-motivated and able to work independently with little supervision. Must be able to work flexible hours including evenings.
- RESPONSIBILITIES:** Responsible for secretarial, clerical, and operational duties that effectively and efficiently support the operation of the record keeping in the department. Ability to communicate and relate with staff, students, and public in a positive manner.
- COMPENSATION:** 260 days per year, 7 ½ hours per day.
Must be able to work flexible hours including some evenings.
Competitive benefit package.
- DEADLINE:** Until Filled, Priority Deadline December 3, 2021 @ 3:00 PM
- CONTACT:** Qualified, interested applicants should send a resume and cover letter to: applicant@thecareercenter.net.

Anthony Huffman, Adult Technical Director
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