

OFFICE ASSISTANT ADULT TECHNICAL TRAINING

BEGINNING DATE: As early as November 16, 2020

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

May require evening work Competitive benefit package

DEADLINE: Until Filled, Priority Deadline November 3, 2020 @ 3:00 PM

CONTACT: Qualified, interested applicants should send a resume and cover letter

to: applicant@thecareercenter.net.

Dennis A. Blatt, Superintendent Washington County Career Center

21740 State Route 676 Marietta, OH 45750

(740) 373-2766 Extension 1040

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