

ADMINISTRATIVE SPECIALIST

Part Time Position



United Way of
Mid & South Jefferson County

Description: The Administrative Specialist provides general office support to the organization.

Application Steps

- Send Letter of Introduction & Resume' to janie@unitedwaymsjc.org
- Include two professional references and one personal reference

Example of Duties

- Prepare Deposits
- Develop/Maintain Spreadsheets & Databases
- General Reception Activities
- Inventory Maintenance
- Assist with Special Events & Projects
- Other duties as assigned

Qualifications & Traits

- Strong Communications Skills
- Proficiency with Microsoft Office Suite
- Highly Organized, detail oriented, self-motivated, multi-tasker
- Must be dependable & punctual
- Must have a flexible, team-oriented and professional demeanor
- Must be able to lift & carry at least 20 pounds
- Working knowledge of social media platforms
- Professional demeanor

Position Details

- Hours 10-15 hours per week
- Office Hours 8-4, M-F
- Flexible Schedule
- Hourly Pay Range \$10-15