

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** Administrative Support

**LOCATION:** Lonoke Office

**HOURS:** 8:00am - 4:30pm

**FULL-TIME:** X

**PART-TIME:**

**APPLICATION DEADLINE:** Until Filled

**DATE POSITION TO BE FILLED:** As Soon As Possible

**SALARY:** \$ 9.50

**JOB DUTIES:**

Assist customers by providing information and referrals to needed services

Assist in planning and/or implementation of programs and services

Interview applicants, assist with applications when needed and certify eligibility

Answering multi-line phone system and schedule appointments

Sort and Distribute incoming and outgoing mail accordingly

Monitor and maintain inventory of office / product supplies & equipment

Assist with mail-outs, preparing articles/notices and editing images / text for publication on agency website and/or social media platform as needed

Monitors/maintains/updates agency website and/or social media platform as needed

Data entry, maintain databases and Filing

Other duties as assigned

**EDUCATION REQUIREMENTS:** One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

**EXPERIENCE NEEDED:** Must have excellent communication, telephone, computer and organizational skills. Must have time management skills, ability to multi-task and work in fast-paced environment a plus.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 40 pounds.

**DATE OF NOTICE:** 05/03/17

**Remove after:** 05/13/17

**“EQUAL OPPORTUNITY EMPLOYER”**

**Central Arkansas Development Council**

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121