

**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: \$ 9.60

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-pace 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: 01/25/18

Remove after: 02/04/18

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121