

Administrative Assistant

Pendleton County Economic and Community Development Authority

Minimum Qualifications:

- Proficient with Microsoft Office Suite and QuickBooks.
- Excellent verbal and written communication skills, including spelling, grammar, word usage, and punctuation.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Work independently in the absence of supervision and prioritize tasks.
- Leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Business letter writing.
- Typing and transcribing a variety of correspondence and notes of meetings.

To Apply:

Please send a cover letter and resume to:

Kristin Dingess PO BOX 828, Franklin, WV 26807

Must be postmarked by 6/30/2021