

Company Name: Christ Episcopal Church

Job Title: Administrative Assistant

Type: Religious, Grantmaking, Civic, Professional, and Similar Organizations (NAICS 813)

LOCATION: Valdosta, GA.

STATUS: PT Employment

FLSA STATUS: Non-Exempt

DUTIES

Maintain the church office and clerical support for other staff.

SHIFT WORKED

Day, M-Th, 9 am - 2 pm

WORKING CONDITIONS

Office

MINIMUM QUALIFICATIONS

High School Diploma or Equivalent. Secretarial skills, knowledge of Microsoft Word, PowerPoint, and Excel.

PREFERRED QUALIFICATIONS

N/A

SALARY AND BENEFITS

Based on education and experience

REQUIRED TESTS

Background check and drug screen

GUARANTEED INTERVIEW

No

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: 3/31/2024

THIS IS A POSTING FOR AN EXTERNAL EMPLOYER. Although all application packets MUST be completed via the Online Job Center at https://www.easyhrweb.com/JC_Wiregrass/JobListings/joblistings.aspx some external employers may require you to also submit application documents to them directly. The position ad will contain this information. As a part of the application process, interested candidates ***may*** be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources & Career Services Office at (229) 333-5356 or careerservices@wiregrass.edu

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