COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION
Administrative Assistant

LOCATION
Central Office

PROGRAM
Transportation

Closes: Open Until Filled

Full-time position providing administrative support to the Transportation Manager and Public Transit Coordinator. Position responsibilities include preparation of correspondence, reports, receiving phone calls and visitors, maintaining schedules, meeting preparations, and other duties as assigned. The Administrative Assistant will have frequent contact with Agency Staff, and will handle confidential sensitive information concerning employee records, business plans, strategies, etc.

Qualifications

Minimum qualification for this position is a high school diploma (or GED), valid Kentucky Driver’s License and experience with Microsoft office programs, with one to three years of secretarial and light administrative experience desirable; or any combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. An Associate Degree in Office Management or closely related field is highly desirable. The qualified candidate will be a self-starter, demonstrate the ability to perform all duties utilizing sound judgment, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels of personnel in a courteous and professional manner. This position requires a pre-employment drug screen.

Salary:

Salary for this position will be based on education and experience, with an excellent benefit package.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue
P.O. Box 90014
Bowling Green, KY 42102

200 East Fourth Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

E-mail: resume@casoky.org
www.casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE
M/F/D/V
Posted: 12/12/2012