

# ADMINISTRATIVE SPECIALIST

## Part Time Position



United Way of  
Mid & South Jefferson County

**Description:** The Administrative Specialist provides general office support to the organization.

### Application Steps

- Send Letter of Introduction & Resume' to [janie@unitedwaymsjc.org](mailto:janie@unitedwaymsjc.org)
- Include two professional references and one personal reference

### Example of Duties

- General Reception Activities
- Scheduling
- Customer Service
- Inventory Maintenance
- General Office Duties
- Other duties as assigned

### Qualifications & Traits

- Strong Communications Skills
- Proficiency with Microsoft Office Suite
- Highly Organized, detail oriented, self-motivated, multi-tasker
- Must be dependable & punctual
- Must have a flexible, team-oriented and professional demeanor
- Must be able to lift & carry at least 20 pounds
- Working knowledge of social media platforms
- Professional demeanor

### Position Details

- Position is Temporary but may develop into a permanent position
- Hours 20-35 hours per week
- Office Hours 8-4, M-F
- Flexible Schedule
- Hourly Pay Range \$10-18