

Big Sandy Area Community Action Program
is seeking qualified candidates for an
Administrative Assistant
in our Paintsville office.

Responsibilities include:

- * Providing support to staff which includes: preparing correspondence, reports, and materials for distribution, assigned project based work, and other administrative tasks
- * Directing incoming calls and customers to appropriate staff
- * Researching, pricing, and purchasing needed program supplies, completing all necessary documentation to ensure payment
- * Assisting with arrangements for staff meetings, trainings, and travel
- * Attending meetings to properly document activities by taking minutes

Qualifications:

- * Associates degree in business, computer applications, human services, or related field preferred
- * Excellent computer, planning, and organizational skills
- * Ability to manage multiple projects simultaneously and complete within deadlines
- * Experience in delivering and managing services to a large client population
- * Willingness to work a flexible schedule and occasional overnight travel
- * Valid Driver's License and reliable transportation

Qualified applicants may submit resume to:

**Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Fax: (606) 789-3390
Email: hr@bsacap.org**

Closing date for applications is Friday, March 25, 2019 at 4:30 p.m.

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals.

An equal opportunity employer