**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Administrative Support**

**LOCATION: Benton Admin Office**

**HOURS: 8:00am - 4:30pm**

**FULL-TIME: X**

**VACANCY NOTICE: 1/24/22**

**APPLICATION DEADLINE: Open Until Filled**

**DATE POSITION TO BE FILLED: As Soon as Possible**

**SALARY: $ 11.75**

**JOB DUTIES:**

**Assist management with special projects and provide assistance was needed**

**Assist customers by providing information and referrals to needed services**

**Assist in planning and/or implementation of programs and services**

**Answering multi-line phone system and schedule appointments**

**Sort and distribute incoming and outgoing mail accordingly**

**Monitor and maintain inventory of office / product supplies & equipment and assist with ordering as needed**

**Preform worksite inspection and maintain agency site reports, reporting needed repairs to maintenance department.**

**Assist with mail-outs, preparing articles/notices and editing images / text for publication on agency website and/or social media platform as needed**

**Monitors/maintains/updates agency website and/or social media platform as needed**

**Data entry, maintain databases and Filing**

**Other duties as assigned**

**EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.**

**EXPERIENCE NEEDED: Must have excellent communication, telephone, computer and organizational skills. Must have time management skills, ability to multi-task and work in fast-pace environment a plus.**

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 40 pounds.

# “EQUAL OPPORTUNITY EMPLOYER”

**Central Arkansas Development Council**

**To download Employment Application go to** [**www.cadc.com**](http://www.cadc.com) **or for more information call 501-315-1121**