

Receptionist/Clerical Assistant

Work Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.

Position Type: 12-Month/76 hr. – Biweekly/Full-Time Position (contingent on funding)

Pay Rate: \$10.60 Per Hour

Excellent Benefits Package

Northwest Tennessee Economic Development Council is now accepting applications for the position of **Receptionist/Clerical Assistant**. This position will be based out of the Weakley County Service Center located at 231 South Wilson Street, Dresden, TN 38225. **Continuation of this position is contingent on funding within the Program.*

Essential Job Duties: Assist central staff personnel in maintaining the office through the use of normal stenographic skills and good office reception techniques. Greet persons entering the premises and direct them to the appropriate office. Answer telephone, transfer calls, take messages, and monitor daily central office schedules. Receive and sort mail within one hour of its arrival. Assist HR/Title VI Administrator in distribution of material to staff and/or board as necessary. Maintain xerox supply cabinet with sufficient inventory to assure general office functions can be completed in a timely manner. Xerox correspondence and other materials as assigned. Type correspondence and other materials as assigned. Assist other personnel in assuring a professional atmosphere is maintained at all times. Take outgoing mail to post office at the close of business each day. Perform other routine office procedures, as assigned, to assist central staff. Any other duties as assigned by the HR/Title VI Administrator. Responsible for assisting finance department with purchasing of janitorial and/or office supplies as needed. Maintain purchase orders for supplies to match with billing statements and forward to finance for payment.

Qualifications: High school diploma or equivalent required; 3 years experience minimum. Proficient typing and computer skills required. Excellent communication skills and telephone etiquette required. Must maintain a current, valid Tennessee driver license; vehicle liability insurance.

**A detailed job description will be provided during the interview process.*

How to Apply:

- Online at our website www.nwcommunityaction.org – Careers Tab – Online Application
- Email completed application to Applications12579@nwtncap.org
- Mail to: Northwest Tennessee Economic Development Council
- 231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 210

Applications can be downloaded from the website, picked up at our Dresden Center, or you can call 731-364-4823 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!

Deadline To Apply: Friday, September 20, 2024

We Are an Equal Opportunity Employer!
“Helping People! Changing Lives!”