

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Administrative Support Specialist

LOCATION: Benton Weatherization Office

HOURS: 8:00am - 4:30pm Full-Time

APPLICATION DEADLINE: Open Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 15.92

JOB DUTIES:

Assist management with special projects and provide assistance as 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

Perform 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 or for more information call 501-315-1121