



EMPLOYMENT ANNOUNCEMENT

Permanent Full-time Position

Resource Center Administrative Assistant for Southern Maryland JobSource
Starting salary range based on education and experience - \$29,713-\$32,996

Opening Date: August 28, 2017

Closing Date: September 12, 2017

Summary:

The Tri-County Council for Southern Maryland (TCCSMD) is seeking an individual to assist with the day to day administration and coordination of Southern Maryland JobSource's American Job Center (AJC) in St. Mary's County, a program of The Southern Maryland Workforce Development Board, a division of the TCCSMD. Scope of work includes, but is not limited to: Knowledge of One Stop services, partner and programs, career planning resources. Excellent customer service and communication skills, both verbal and written. Strong computer skills, including data entry, attention to detail, filing, managing time wisely, and organized.

This position is responsible for welcoming all customers/visitors to the AJC and for independently handling any related customer service issues; providing job center and partner program information, assisting customers and staff with faxing, filing, registering for workshops coordinating meetings and appointments, conducting information sessions and ensuring that all front desk operations are carried out in an organized and efficient fashion. Ideal candidate exhibits genuine concern for participants and always conducts oneself appropriately and professionally. Bilingual Spanish preferred.

Knowledge, Skills, Abilities: the individual must be highly motivated, possess solid communication and interpersonal skills and be able to communicate confidently and effectively with businesses and jobseekers. Must possess excellent writing and computer skills (word, excel, adobe) and be able to manage and maintain social media platforms (Facebook, Twitter, etc.). Bilingual preferred.

Qualifications: Associates Degree and related work experience or a high school diploma and a minimum of three years of recent administrative office experience with demonstrated progressively complex responsibilities required

Conditions of employment: the position is based at the Southern Maryland JobSource, Lexington Park office, our St. Mary's County American Job Center. Daily access to a vehicle, clean driving record, clean background check required.

Additional information on this posting can be found at <https://mwejobs.maryland.gov/> Job Order # 727771

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TO APPLY: Send cover letter, resume, and three references to info@tccsmd.org OR

Tri-County Council for Southern Maryland

P.O. Box 745, Hughesville, MD 20637

The Tri-County Council for Southern Maryland is an Equal Opportunity Employer