

Trumbull Community Action Program Employment Posting

Job Title:	Temporary Clerical Assistant	Job Category:	Temporary Part-time
Department/Group:	Trumbull Community Action Program	Supervision:	Head Start Director
Location:	1230 Palmyra Rd. SW Warren, Ohio	Travel Required:	Some
Level/Salary Range:	\$12.50 per hour starting	Position Type:	Temporary (May lead to permanent employment)
Work Schedule:	30 Hours a week	Date Posted:	October 24, 2018
Will Train Applicant(s):	Yes	Posting Expires:	November 2, 2018

Applications Accepted By:

CONTACT:

[330-393-2507 ext. 250 for an interview date and time](tel:330-393-2507)

Subject Line: Temporary (May lead to permanent employment)

Job Description

ROLE AND RESPONSIBILITIES

- Data Entry
- Contacts clients via telephone and/or email
- Make copies and fill supply orders
- Order supplies

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or General Equivalence Diploma (GED)
- Familiar with Microsoft Office Programs
- Good attendance
- Lift up to 50lbs

PREFERRED SKILLS

A minimum of 2 years office experience, excellent computer skills, ability to multitask, good attendance

ADDITIONAL NOTES

Please bring resume with you to the interview.