

ADMINISTRATIVE ASSISTANT

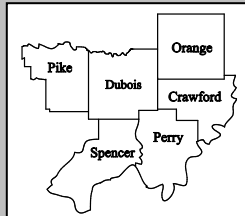
INDIANA 15 REGIONAL PLANNING COMMISSION

This position will be responsible for answering telephone and directing calls; plan meetings and take detailed minutes; write and distribute mail, email, letters, faxes, and forms; assist in the preparation of reports; typing codification of ordinances; preparing newsletter; order office supplies; maintain contact lists; provide general support to visitors; technical assistance to all staff; word processing, report formatting, updating website; maintaining computer applications and updates.

The successful applicant will have experience as an administrative assistant or similar position, working knowledge of office equipment; excellent time management skills and ability to prioritize work; attention to detail and problem solving skills; excellent written and verbal communication skills; strong organizational skills with the ability to multi-task; some occasional night meetings. Access to transportation is required. Experience with MS Office software programs is preferred. Self-motivation and self-supervision are necessary qualities.

Indiana 15 RPC offers a competitive salary, compensatory leave, public pension and deferred compensation plans, group medical insurance, and paid vacation / holiday / sick leave within the atmosphere of an award-winning, dedicated team of professionals.

Send cover letter, resume, writing sample, and references by January 31, 2018 to:



EXECUTIVE DIRECTOR

Indiana 15 RPC
221 E. First Street
Ferdinand, IN 47532
Or email to:
staff@ind15rpc.org

Equal Opportunity Employer