



Brighton Center Youth Services Department Newport, KY

Administrative Assistant/FT Salary range: \$22,000 to \$26,000

- **High School Diploma/GED**
- **Prior office experience needed.**
- **Computer skills – use of Microsoft office applications.**
- **Ability to communicate effectively with others.**
- **Excellent organizational skills.**
- **Ability to complete correspondence with appropriate business and professional communication skills and format.**
- **Position has confidentiality requirements.**
- **Generous benefit package provided.**

Duties: Typing of correspondence and reports; assist with monthly billing and tracking of various funding sources; filing of administrative and program materials; ordering and maintaining office supplies; knowledgeable of agency's accounting and financial procedures; answering telephone calls and forwarding to appropriate personnel; database entry, assist with file record reviews; copying of program and agency materials and forms; internal and external mail runs.

Please submit resumes as word attachments to seekjob@superjobs.com – indicate position in subject line.

**DUE TO NATURE OF WORK CANNOT CONSIDER
WITH BACKGROUND ISSUES.**