

Preferred qualifications:

Computer skills including but not limited to Microsoft Word and Microsoft Excel program.

Sitting with intermittent moving in a office environment, lifting of office supplies (e.g., binders, etc.) and plat book weighing 10-15 lbs. and measuring 3 ft. x 3 ft., talking & hearing (in person and by telephone), memorizing, and seeing (e.g., documents, etc.);

Manual dexterity to perform office functions (e.g., typing, filing, collating, scanning, emailing, operating office machines, 10-key, etc.)

Climbing, standing, and walking;

Ability to operate standard office machines (copier, fax)

Data entry experience;

High School diploma or equivalent;

Written and verbal communication skills;

Public relations skills;

Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering others.

Attention to detail and ability to multi-task is required.