



Administrative Assistant @ Jay County Center -

(20 hours to start)

Part-Time team member providing clerical and secretarial support to administrative staff @ agency.

Must have excellent computer, organizational and written/verbal communication skills and be able to operate general office equipment. Excellent work references required.

Starting rate \$9.63/hr. with increase after 90 days.

Call (260) 726-7931, ext. 1229 with questions.

Interested individuals may apply in person or submit resume to:

Annie Simmons, Director of Human Resources - JRDS, Inc.

901 E. Water Street, Portland, IN 47371 phone: 260-726-7931, ext. 1229 fax: 260-726-8184

between 7:45 a.m. and 3:45 p.m. Monday through Friday

or

Print application from JRDS website & e-mail to: annie.simmons@jrds.org