

Code Enforcement Administrative Assistant

SCPDC is accepting resumes to fill a full-time Administrative Assistant's position. The individual should possess a high school diploma as a minimum. Job responsibilities include, but are not limited to answering incoming phone lines, forwarding calls to appropriate parties, scheduling, data entry, faxing, and copying. Also, the individual shall be well versed in most Micro-Soft based programs such as Excel, Word, Access, and other related programs.

This position is for a 34 hour work week, with a starting rate of pay between \$12.50 - \$15 hourly depending on workload and experience. Fringe benefits are also included, such as health/dental/vision/life insurance, as well as vacation, sick and holiday pay. SCPDC is an EOE/AAE

Submit resumes to: Code Enf Admin Ass't P.O. Box 1870, Gray, Louisiana 70359 or email to: employment@scpdc.org. Individuals interested must submit resumes by Wednesday, November 25th, 2020.