



WE ARE
HIRING



SECRETARY- RECEPTIONIST

Salary Commensurate with Education & Experience

Submit resumes to resume@rivervalleyrc.org

The River Valley Regional Commission is seeking a position for a part-time ***Secretary/Receptionist*** in Americus, GA

Role and Responsibilities

Responsibilities will include ensuring that all visitors, callers and internal customers are treated with care and expert attention. Responsibilities will also include assisting all staff members, answering phones, operate a computer and general office equipment; file and maintain records. The RVRC is a regional planning agency providing planning and community development assistance to sixteen counties and thirty-five municipalities in west-central Georgia.

Qualifications

The position requires some knowledge of Microsoft Word and Excel, multi-tasking abilities, and attention to detail.

Starting Annual Salary is commensurate with education and experience. Please submit resumes to resume@rivervalleyrc.org