

Part-Time Secretary

We are seeking an experienced secretary; familiar with office organization and techniques, high degree of multi-tasking and time management capabilities, excellent written and verbal communication skills, proficiency in MS Office and Intuit QuickBooks, and high school diploma or equivalent is required. A back ground check will be required.

Interested candidate may send their resume by February 28, 2019 to:
East Berlin Area Joint Authority, PO Box 37, East Berlin, PA 17316.

No phone calls will be accepted.

East Berlin Area Joint Authority is an Equal Opportunity Employer