

Internal Job Posting

Jackson-Vinton Community Action, Inc. is accepting resumes for one regular full-time position in the Energy Department (HWAP).

Office Assistant

Responsibilities – Must be able to work in a warehouse and be familiar with the safety practices, policies and hazards. Must be able to be insurable under the agency policies, and able to drive company vehicles to the residence of clients to fill out paperwork and to pick up documents required from clients. Must be able to work within policies and eligibility requirements of multiple programs. Must be able to assist with unloading deliveries.

Qualifications - High School diploma or equivalent required. Minimum of one (1) year experience working in a business office preferred. Position requires typing skills and extensive experience with personal computers and software. Experience with Windows, Excel, and Word, strongly preferred. Good working knowledge of multi-line phone system and office equipment needed. Applicant must possess excellent organizational and communication skills and be able to do multiple tasks well while working in a fast paced high traffic office. Salary is \$14.00 per hour.

Submit resume and completed application to Kelly Ogdin, Energy Director, JVCA, Inc., 118 South New York Avenue, Wellston, Ohio 45692. Deadline for resumes/applications is 4:30 p.m., Friday, April 29, 2024.

JVCA is an Equal Opportunity Employer/Provider of Services.

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