

# Off-Campus Employment

*Job posted on 2014-03-05 by 00026579; posting expires on 2014-05-30*

**Employer:** WV Birth to Three

**Position:** Office Support Specialist

**Job Description:** Full Time, Permanent,

Immediate opening for a full-time Office Support Specialist with WV Birth to Three Regional Administrative Unit One in Wheeling office.

This position, administered through Catholic Charities West Virginia, is a full time, non exempt position. Hourly rate is based on education and experience. The Office Support Specialist will be responsible for maintaining office files and records and completing needed daily tasks in an efficient manner.

The Office Support Specialist for the WV Birth to Three Regional Administrative Unit is responsible for processing mail, filing, assisting with data entry duties, answering the telephone, completing referrals, and obtaining messages when appropriate. The position requires the ability to compose short memos and correspondence, inventory supplies as well as assisting in bulk mailings. The Office Support Specialist is also responsible for daily interaction and coordination with other offices.

**Qualifications:** Interested persons must have a High School diploma or GED. Candidate must be able to follow directions and work well with others. Maintaining confidentiality is required. Good written and oral skills are mandatory. Candidate must be able to work with persons of varied social and economic backgrounds and possess good communication and interpersonal skills. Knowledge of office equipment and understanding of sound basic office procedures is essential.

**Preferred Major(s):** Undecided or None;

**Application Instructions:**

If interested please send resume, cover letter and three references (at least two professional) by March 10, 2014 to:

WV Birth to Three, RAU 1

Attention: Wendy Miller

2000 Main St. Suite 121

Wheeling, WV 26003