



Dr. Benjamin L. Hooks Job Corps Center
1555 McAlister Drive Memphis TN 38116
Phone (901) 396-2800 ~Fax (901) 344-5930
EMPLOYMENT OPPORTUNITY
(1st Internal/External Posting)

Administrative Assistant (part-time)

Department: Admissions Counselor
Classification: Exempt
SOC Code: 25-3011
Status: Full-time

Reports To: Operations Director
Dates of Posting: 11.16.22 – 11.23.2022
Salary: Contact Human Resources

GENERAL FUNCTIONS:

Perform a variety of administrative duties and support for the Operations Director and CDSS Department. Assist in the carrying out the day-to-day operations of the Human Resources administrative responsibilities under the direction of the Manager of Human Resources.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related area with at least three years of administrative experience. Must be confidential. Knowledge of operation of standard office equipment. Knowledge of clerical and administrative procedures and systems. Knowledge of principles and practices of basic office management.

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Substitution: Above the high school level one year of college education may be substituted for two years of Job Corps experience or experience in a human services or other employment and training program that serves disadvantaged youth involving administrative support functions.

LICENSES OR CERTIFICATES: A valid Regular Driver License is required.

Interested **internal** applicants apply online and forward an updated resume and appropriate credentials to:

Dr. Benjamin L. Hooks Job Corps Center ATTN:
Human Resources
1555 McAlister Drive Memphis, TN 38116

Visit our website at <https://bhooksjcc.applicantpool.com/jobs/>

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M/F/Veterans/Disability

MINACT is a federal contractor and desires priority referrals of protected veterans



Revised 10/2014

Background Check and Drug Screen required.