

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.

POSITION VACANCY

Date: June 2, 2021

JOB TITLE: Executive Assistant

CLOSING DATE: June 11, 2021

BEGINNING SALARY: \$1024.62 (Bi-weekly) (Negotiable)

QUALIFICATION STATEMENT: THE APPLICANT MUST POSSESS:

Post-secondary education in Business Management or related area
Three years of experience as an Executive Assistant or a similar role
Strong verbal, written, and interpersonal skills
Must be able to operate a computer, applicable software and manage all social media platforms
Ability to meet deadlines, organize, manage and control high volume workflow
Must possess a valid Driver's License

A complete Position Description may be picked up at the CAPHMLC office
3516 Stringfield Road, Huntsville, AL 35810 or website: www.caa-htsval.org or
contact_rgoodridge@caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

"An Equal Opportunity Employer"