



## JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
Executive Administrative Assistant <b>PART TIME</b>	00215600
POSTING DATE	DEADLINE DATE
March 20, 2018	Until filled
POSITION LOCATION	
<b>Lookout Mountain Administrative Offices</b> <b>501 Mize Street</b> <b>Lafayette, GA 30728</b>	
GENERAL NATURE OF JOB DUTIES	
<p>Provides administrative support in a variety of functions to the Chief Executive Officer (C.E.O.) and executive management team. Reviews, prioritizes, directs and delegates a wide variety of confidential information. Summarizes, prioritizes, and researches information into a concise and usable format for review. Responds to or routes, priority or confidential inquiries from external or internal sources with correspondence or other messaging on behalf of the C.E.O. or executive management team. Executive Assistant will also have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication and organizational skills. The Executive Assistant will also serve as a liaison to the Lookout Mountain Community Service's Board members.</p>	
MINIMUM QUALIFICATIONS	
<p>High School Diploma or equivalent and at least three years' experience. Must also possess the ability to type a minimum of 45 words per minute and be proficient in Microsoft Office, (Outlook, Word, Excel, and Power Point), and Adobe Acrobat.</p>	
HOW TO APPLY	
<p>Applicants should submit a <b>Lookout Mountain Community Services Application</b> to the following:</p> <p style="text-align: center;">             Lookout Mountain Community Services              ATTENTION: Human Resources Department              PO Box 1027              LaFayette, GA 30728              E-Mail: <a href="mailto:Jobs@LMCS.org">Jobs@LMCS.org</a>              Telephone: 706-638-5580 x 4114              FAX: 706-638-5445           </p> <p><i>Lookout Mountain Community Services Application can be found at <a href="http://www.lmcs.org">www.lmcs.org</a> or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with <b>the last ten years of work history</b> included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;"><b>APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</b></p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING  
AN EQUAL OPPORTUNITY EMPLOYER**