



***** Temporary Job *****

***This position is supported with ARRA (Recovery) funding.
It will be posted on this website for a minimum of five days.
Once filled, it will be removed from the site.***

Position Name: *Administrative Assistant III*

Vacancy Number: 5888*

Salary: \$20.00 - \$25.00 per hour

Location: Raleigh, NC

Length of Assignment: June 30, 2013

Work Schedule: Full-time

Description of Work:

This position will provide administrative support for a pilot Department of Energy program to weatherize multifamily dwellings (public housing facilities, apartment complexes, etc.). Must possess extremely strong document creation skills (to include creating macros in forms) with MS Office Suite (Word, Excel, etc.) and Adobe. Work will be performed in a dynamic team environment. This is a deadline driven position and *requires the flexibility to work outside of the normal 8-5 workday* as requested by management based on workload. Limited travel may be periodically required.

Knowledge, Skills, and Abilities:

Will need to demonstrate document creation skills through pre-interview testing.

Must possess excellent customer service skills including excellent telephone and email communication etiquette. Good organizational skills, attention to detail, and critical thinking skills are needed

Training and Experience Required:

Completion of high school or equivalent and six years of progressively responsible secretarial /administrative experience including two years of administrative or office management experience involving substantial public contact, information gathering and writing experience; or completion of a two year secretarial science or business administration program and four years of responsible secretarial or clerical/administrative experience including two years of administrative or office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related fields and one year of administrative or office management experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

How to Apply:

Submit a State Application for Employment ([PD107](#)) to the **Contact Person**. *E-mailed applications preferred.* [Signature will be obtained when hired.] Resumes will be accepted for review only. Applicants must complete the ([PD107](#)) to obtain employment. ****Please place the Vacancy Number in the subject line of your e-mail.*** *temporary solutions* is an Equal Opportunity Employer.

Contact Person:

Ann Mott-Smith

1337 Mail Service Center

Raleigh, NC 27699-1337

ann.mott-smith@osp.nc.gov

620 N. West Street ♦ Suite 102 ♦ Raleigh, North Carolina 27603