

Mineral County Development Authority

Office Manager Job Description

Duties of the Office Manager include the following:

- Manage online banking/bill pay and the Authority's accountant relationship
- Creating and updating records and files and ensuring accuracy and validity of information
- Maintain the Authority's schedule
- Act as Recorder for the Mineral County Development Authority Board under the direction of the Secretary
- Assist Executive Director in day-to-day operations or projects
- Perform administrative tasks including, but not limited to, insurance renewal forms, update records and documents, mailing.
- Update and post to social media
- Maintain office appearance and adequate office supplies.

Requirements for this position include the following:

- High School Diploma/GED is required. Associates degree in Business Administration or related field is preferred
- 3+ years knowledge and experience with office/secretarial work desired

Essential skills and abilities include the following:

- Proficient in MS Office Suite
- Excellent written communication
- Excellent verbal communication
- Typing and telephone skills
- Working knowledge of office equipment
- Attention to detail

Written resumes will be accepted at 87 N. Main Street, Suite 1, Keyser WV 26726. You may e-mail resumes to kclark@mineraleda.com. Resumes will be accepted until position is filled.

The Mineral County Development Authority is an Equal Opportunity Employer.