



SENECA REGIONAL PLANNING COMMISSION IS HIRING

Part Time Administrative Assistant

The Seneca Regional Planning Commission is seeking to hire a talented individual to join an organization responsible for planning and community development for one of the top counties in Ohio and the Midwest in terms of agriculture and economic development. The Part Time Administrative Assistant position will be responsible for various administrative duties and countywide sewer district customer service.

Some qualifications include:

- Must have excellent computer skills – Microsoft Office (Excel, Word, PowerPoint)
- Professional communication, both verbal and written
- Experience with QuickBooks
- Exceptional customer service skills
- Attention to detail, organization skills, and able to multi-task
- Notary Public or able to obtain upon hire

If you are interested in applying, please visit www.senecarpc.org and review the job description. Please supply the following information to apply: resume and cover letter with references, by May 10, 2021. Information can be emailed to cjwatkins@senecarpc.org or mailed to Seneca Regional Planning Commission, Executive Director, 71 S Washington St, Suite 1104, Tiffin, OH 44883.