

Administrative Secretary

Franklin County Children Services has an immediate opening for an Administrative Secretary reporting to the Intake Director. This position is responsible for scheduling meetings, conferences and community appointments; answers phone and directs calls for the Intake Director; transcribes and distributes meeting minutes; completes reports using Microsoft Excel; assists with department events/functions; and provides support for other Intake Administrators. Qualifications: typing speed 50 wpm, 4 years clerical experience; extensive knowledge at using Outlook, SharePoint, Excel, PowerPoint, Publisher, Word and InfoPath. Must demonstrate cultural awareness, sensitivity and a commitment to meeting organizational goals. Competitive salary and excellent fringe benefits. Send resume with cover letter, preferred salary and references by April 26, 2019 to: Franklin County Children Services, 855 W. Mound Street, Columbus, OH 43223 or e-mail fccshr@fccs.co.franklin.oh.us AA/EOE