

****Job Title:**** Administrative Assistant

****Agency Name:**** Harmony Services

****Work County:**** Alamance

****Work Type:****

- Family and Children's Services
- Adult Services
- Child Support Enforcement
- Economic Services
- Directors and Program Managers
- Other

****Position Number:**** 9897

****Closing Date:****

- Open Until Filled
- Continuous Recruitment

****Salary:**** \$38,000 per year

****Link to Job Posting:****

<http://www.harmonyservices.com/adminassistantjob>

****Job Description:****

Harmony Services is seeking an Administrative Assistant to provide support in various office tasks. The ideal candidate should be organized, detail-oriented, and capable of handling multiple responsibilities. Responsibilities include data entry, managing phone calls, and assisting with administrative duties.

****Job Contact:****

John Smith, HR Department
Harmony Services
123 Support Street
Anytown, NC
Phone: (555) 123-4567
Email: john.smith@harmonyservices.com

****Job Location:****

- ****Street Address:**** 123 Support Street
- ****City:**** Anytown
- ****State:**** North Carolina

- **Zip Code:** 12345

Upload Job Description: [No file chosen]

Your Name: Samantha Brown

Your Email: samantha.brown@email.com

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