

Position: Part-Time Office Administrative Assistant (For Staff Planned & Emergency Absences)

Location: Little River Baptist Association

Hours: 10 AM - 3 PM

Pay: \$15/hour

Responsibilities:

- Fill in for office staff when they are out sick or on vacation.
- Answer phone calls and direct them to the appropriate person.
- Greet visitors and provide them with assistance as needed.
- Perform basic administrative tasks as required.

Qualifications:

- Good communication and interpersonal skills.
- Friendly and professional demeanor.
- Prior experience in an office setting is a plus but not required.

If interested:

Please email an interest letter to missions@Lrba.net. Please also include the following information:

1. Administrative experience
2. Church you attend
3. Two references with contact information