

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Administrative Assistant

EMPLOYER'S NAME: Sober Truth Inc.
EMPLOYER'S PRODUCT/SERVICE: Counseling
ADDRESS: 32 W. Baltimore Street, Taneytown, Maryland 21787
PHONE: (443) 918-8592 **FAX:** (443) 918-8529
CONTACT PERSON: Joyce Mahoney
TITLE: Executive Director
EMAIL: jmahoney@realsober.org
WEBSITE: www.Realsober.org

JOB DESCRIPTION: Telephone answering/messages, and support Executive Director and Clinical Director. Experience with Microsoft products, and proficient typist, Manage databases for marketing events. Participate in planning community events, planning and attending dinners, community fund raisers.

JOB REQUIREMENTS: Three to five years of clerical experience or business school. Experience with database entry. Quick Books Payroll

OTHER JOB REQUIREMENTS: Driver's License, , H.S. Diploma/GED, , , , , , , , Background Check

WAGES PER HOUR: \$16.00 to \$20.00 per hour
NUMBER OF OPENINGS: One
PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT
FULL TIME OR PART TIME: PART TIME
OVERTIME: NO

BENEFITS: YES
After probationary time, 3 sick days per year, 5 vacation days per year, Life Insurance, Supplemental Insurance Plan

DAYS OF WORK:
MONDAY 9:00 am to 4:00 pm TUESDAY 9:00 am to 4:00 pm WEDNESDAY 9:00 am to 4:00 pm THURSDAY 9:00 am to 4:00 pm

SHIFT: Days Only

HOW TO APPLY: Send resume to jmahoney@realsober.org

WILLING TO TRAIN: YES
EXPERIENCE REQUIRED: YES
EXPERIENCE IN MONTHS:
MINIMUM AGE: 25

CLOSING DATE: 12/31/2021

Posting Date 12/07/21 Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____