



BANCF is looking for a full-time administrative employee who is interested in learning about events and planning, while working in a small office environment.

The ideal candidate for this entry-level position must have the following:

- POSITIVE attitude
- Team mentality
- Thrive in a fast-paced, small office environment
- Dependable and energetic – at work every day
- Ability to communicate and understand ideas
- Exceptional customer service and phone skills
- Proficient in Microsoft Office, including Word, Excel, Powerpoint, Outlook
- Attention to detail
- Capable of balancing priorities and managing their time
- A valid driver's license and reliable vehicle



Responsibilities include:

- Office management
- Help with major events
- Maintain database of members
- Provide support for new and existing members

Hours: 8am to 5pm, and occasional late nights for events

Pay: \$13-\$14 an hour

Benefits: Employer paid health insurance



Apply today! Email your resume to Sara Emmanuel, Executive Officer [sara@banconf.com](mailto:sara@banconf.com) or click the links below:

