

PART TIME JOB POSTING

DATE OF ISSUE: May 1, 2018

POSITION: Part Time Clerical Support – **NOT BENEFITS ELIGIBLE**

LOCATION: Newport Branch Office

SUPERVISOR: VP Ag Financial Services

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

Primary responsibilities include:

- Part-time clerical office support person to work year-round on average 20 hours per week with some weeks' time varying.
- Strong computer skills, (including MS Word, Excel), typing, filing, office skills
- Strong organizational, interpersonal, & communication skills
- Excellent customer service skills

All inquiries **must** go through the Little Rock office.

FINAL DATE FOR APPLICATION:

For internal consideration, resumes or self-nomination forms should be submitted within five business days of posting date.

SEND RESUME OR APPLICATION TO:

Attn: Anna Rankin – PT Newport
AgHeritage FCS
119 East Third St. Suite 200
Little Rock, AR 72201
E-mail: anna.rankin@agheritagefcs.com

EEO/AA/M/F/V/D – *No Agencies Please*