



## PART TIME JOB POSTING

**DATE OF ISSUE:** May 11, 2020

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

**LOCATION:** Newport Branch Office

**SUPERVISOR:** VP Ag Financial Services

### **MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:**

- 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.

### **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](mailto:anna.rankin@agheritagefcs.com)

**EEO/AA/M/F/V/D – No Agencies Please**