



PART TIME JOB POSTING

DATE OF ISSUE: April 22, 2021

POSITION: PART TIME POSITION – **NOT BENEFITS ELIGIBLE**

LOCATION: Pine Bluff Branch Office

SUPERVISOR: VP Lending and Branch Manager

MAJOR RESPONSIBILITIES AND DESIRED QUALIFICATIONS:

Primary responsibilities include:

- Part-time clerical office support person to work year-round on average 10-15 hours per week with some weeks' time varying.
- Basic 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 TO:

Attn: Anna Rankin – PT Pine Bluff
AgHeritage FCS
119 East Third St. Suite 200
Little Rock, AR 72201
E-mail: HRAgHeritage@agfcs.com

EEO/AA/M/F/V/D – No Agencies Please