

Administrative Support Associate– Seasonal/Temporary Position

The North Carolina Social Work Certification and Licensure board is currently seeking an Administrative Support Associate for its Asheboro, NC location. This position is designed to provide administrative support services to the N.C. Social Work Certification and Licensure Board's Administrative staff during periods of high volume activity. The position requires a responsible and mature individual who will be handling sensitive/protected information as well as cash/checks submitted as part of the application and renewal process of the Board.

Employment Status and Pay range:

- Part time employment (M – F) at 20 hours per week.
- \$7.50 - \$10.00 per hour.

Qualifications:

- High school diploma minimum. Associate degree preferred.
- Driver's license and personal vehicle for use in picking up/transporting mail to/from the local post office.
- Excellent verbal and written communication skills.
- Ability to multi-task and pay attention to details.
- Strong organizational skills.
- Ability to work cooperatively with other staff members as part of a team.

Primary Responsibilities:

- Drop off and/or retrieve mail to/from the local post office daily, which may include signing for receipt of certified mail.
- Opening all mail, date stamping incoming materials and distributing as indicated.
- General filing and data entry.
- General copying and scanning duties.
- Stuffing and mailing packets as required by Administrative staff.