

Administrative Assistant Announcement

Open: March 25, 2019

Close: April 12, 2019

GENERAL INFORMATION:

The Administrative Assistant is responsible for working with the Idaho-Eastern Oregon Onion Committee, and the Idaho-Oregon Fruit and Vegetable Association, and their subcommittees; however, it may be necessary for this position to administratively assist the Idaho Apple Commission, the Idaho Cherry Commission, and the Idaho Hop Growers Commission, and various subcommittees for each organization when needed. This position will be paid under hourly compensation based on experience.

YOU MUST POSSESS AND MAINTAIN THE FOLLOWING CHARACTERISTICS:

- Ability to handle multiple tasks;
- Ability to establish and maintain effective working relationships;
- Accuracy, organization, and attention to detail;
- Ability to work independently as well as in group settings;
- Strong written, verbal, and presentation skills;
- Effective time management skills;
- Strong computer skills including Quickbooks, Excel, and Word.

AS A CONDITION OF EMPLOYMENT:

- You must have a valid driver's license with a good driving record or be able to provide an acceptable method of transportation.
- You must be able to work a minimum of 25 hours a week. Some evening and weekend work may be required.
- You must be bondable during employment.
- You must be available for limited domestic travel.

How to Apply:

Interested candidates must submit all of the following application materials:

1. A ONE page cover letter;
2. A current resume;
3. A list of three business related references.

Send application materials to ATTN: Idaho-Oregon Fruit and Vegetable Association, PO Box 909 (mailing address), 118 N. Second Street (for special delivery), Parma, ID 83660, or email to candif@cableone.net. **Application materials must be received by 5:00 pm MDT on Friday, April 12, 2019.**