

## Main Office Assistant

Main Office Assistant – Northern Westmoreland Career & Technology Center. Full time position available July 1 2022 Associated Degree or better in Business-related discipline preferred, plus work-related experience. Strong computer and organizational skills a must. The ability to multi-task is essential to this position. Current applicable clearances required. Interested applicants send cover letter and resume to: Coleen Steim, Business Manager, NWCTC, 705 Stevenson Blvd, New Kensington, PA 15068. Deadline for applications is Thursday June 2, 2022 or until position is filled.  
EOE/M/F/H/V