



# Administrative Assistant- Full-time position

Contact: William Shuey

Email: [bill.shuey@campfirewtx.org](mailto:bill.shuey@campfirewtx.org)

[https://wi-vernon.countybuyselltrade.com/jobs/administrative-assistant-full-time-position\\_midland\\_290459](https://wi-vernon.countybuyselltrade.com/jobs/administrative-assistant-full-time-position_midland_290459)

Address: **3500 North A Street, Suite 1200, Midland, Midland**  
Price: **Free**

Administrative Assistant: Full-time clerical position with benefits of \$15.00 - \$19.00 per hour. Requires strong computer skills, data entry, filing, tracking client information, Website updating, knowledge of excel, and developing spreadsheets. The position requires a minimum of a high school diploma. Apply at 3500 North "A" Street #1200 in Midland or complete an application online at [www.campfirewtx.org](http://www.campfirewtx.org).



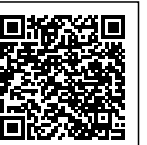
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<https://tinyurl.com/24sswswU>



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