



We're looking for an Administrative Assistant to join our team! If the word 'career' seems more appealing than 'job,' and you are ready to help represent and grow a vibrant community, read this top four list of skills we are looking for:

Flexibility/adaptability: YOU are the first face both clients and visitors alike will see when they enter the Franklin Business Center! As the Administrative Assistant, it is important to be able to connect well with others on both a professional and personal level. Your job is to make visitors and clients alike comfortable and excited to work each day!

Stellar organization and follow-through: No two days are going to look the same around here. We will need you to balance multiple tasks and know how to prioritize the big projects from the smaller ones. And, of course, making sure the tasks get completed well!

Rockstar communication: Text, call, email, FB messenger: we're firing on all communication cylinders! We manage multiple social media platforms, this position will help tremendously in creating content and scheduling posts. You will help share our company's story to the public over a wide variety of platforms, so this skill is a must!

Creativity: We would love your help with marketing and design work. We're always down for new ideas, so here's a great question you'll need to ask yourself in this role: what's something we haven't done before? And find a way to help the team make it happen!

Here's a brief rundown of the day:

Managing daily building tasks and responsibilities

Working in Microsoft Office Suite, especially Excel

Assisting our other 3 team members with ongoing office projects

Helping Franklin Business Center clients in daily operations

Keeping our online presence top notch

Salary Range: \$28k-\$34k, 100% paid individual health insurance benefits, 401(k) with up to 3% employer match.

Please send a resume and three professional references to Karl Heck at info@franklinsouthamptonva.com

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